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ABSTRACT

The purpose of the survey for this SPEC (Systems and Procedures Exchange Center) Kit was to assess the current print corporate annual report collection practices of ARL (Association of Research Libraries) libraries, describe the effects of these collections, and recommend best practices for preserving these significant historical documents. The survey was distributed to the 121 ARL member institutions in March 2000, and 86 responses (71%) were received. Of these respondents, 47 (55%) currently collect annual reports in their original print format. The majority of responding libraries (64%) collect annual reports for between 300 and 500 companies. All of these collections include for-profit corporations and many include both local (72%) and international (64%) corporations. Only a few of the responding libraries (26%) have formal, written selection policies for their annual report collections. Most libraries (60%) reported that the maintenance of the annual report collection is greater than "a small commitment." Seventy-four percent of respondents acquire reports through locally maintained mailing lists. Only 11% of responding libraries utilize an annual report ordering service. Library support staff (77%) and student assistants (45%) are most likely to be involved in the labor of maintaining annual reports collections, although many libraries indicated that the work is a cooperative venture. Most responding libraries (58%) provide some type of finding mechanism for their collections. Most annual reports are not circulated (68%), and usage statistics are not collected in an overwhelming majority (83%) of cases. When asked to rate the importance of print annual reports to their business collections, 19 libraries (40%) rated them as very important or important. Nearly all respondents mentioned the convenience of print annual reports to the user. The historical value of annual reports was the second most frequently cited reason for maintaining print collections, particularly for local companies. Thirty-eight percent of the libraries indicated that they are currently considering the elimination or significant reduction of their print annual report collections. The survey is included with results for the 25 questions that covered selection, acquisition,

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management, and assessment/evaluation. Representative documents are provided from ARL libraries for the areas of archival projects; selection policies; maintenance procedures; and general collection descriptions and finding aids. Selected resources include books and journal articles, annual report archives, annual report ordering services, annual report Web sites, and investor relations organizations. (AEF)

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SPEC

Kit 258

Managing Corporate Annual Reports

July 2000

ED 450 803

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SPEC

Managing Corporate Annual Reports

A SPEC Kit compiled by

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July 2000

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Managing Corporate Annual Reports
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SPEC

SURVEY

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF LEADERSHIP AND MANAGEMENT SERVICES

Executive Summary

> Corporations don't exist. They are just legal fiction. I can see a General Motors building, or a General Motors employee building a car, but I can't see General Motors. It exists in the mind. The annual report has to breathe life into this abstraction by telling a story and showing pictures to make it real.
>
> William Lutz, Rutgers University
> (*Investor Relations Business* 1999)

Introduction

When *Dsn Retailing Today* featured Ames department store as the "turnaround of the decade" because of its meteoric growth from 103 to 450 stores, the magazine spent few words telling its corporate story. Rather, the 160-word article illustrated Ames' stunning decade through the covers of its annual reports to shareholders (Duff 2000).

Since the publication of the first annual report in 1832 by Baltimore Gas and Electric Company, annual reports traditionally have provided important disclosures about the financial health of public companies and, by including 10-K filing data, have satisfied the Securities Exchange Act of 1934 requirements. In the 1950s, however, Litton Industries hired a graphic designer and published a precedent setting concept report, "driven by its CEO's directive: 'Don't show our company as it is, show it as it will be'" (Pellet 1997).

What was once only a statutory disclosure of financial conditions has become arguably the single most important communications tool a public corporation has. By intertwining visual and narrative elements, annual reports have the potential to shape corporate ethos and attract the attention of analysts, investors, and potential employees. Individually, they tell the story of a company; together, as a collection, they illustrate the history of the corporation in the twentieth century.

For nearly as long as companies have published annual reports, libraries have collected them. Sani refers to them as the "cornerstone of any library's business collection" (Sani 1991). Bernstein, in her 1986 survey of 500 academic business libraries, found that 75% (n=255) of responding libraries collected annual reports in print format (Bernstein 1986a) and describes them as "the most heavily used primary source material for information about company history, finances, employment opportunities, marketing, products and a view of the company's current and future plans" (Bernstein 1986b).

Bernstein's survey was the first and only study to describe the annual report collection practices of academic libraries. Her findings provide an important backdrop for current discussions about print annual reports. In her survey, 57% (n=191) of responding libraries purchased microfilm sets of domestic annual reports. Of those 191 libraries, 113 reported duplicating microfilm titles with print reports. The primary reason cited for such duplication was student and faculty demand for print. When asked whether theoretically they would discard print annual reports if they were able to acquire reports for all desired companies in microfilm, 45.4% of responding libraries indicated they would discard and 25% indicated they would not. Most libraries reported, however, that they would not discard print reports for local companies

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in any circumstance. In this theoretical situation, the primary reason given for discarding was lack of space. The primary reasons for not discarding print included patron distaste for microforms, loss of multicolored graphics, expense of microforms, and lack of sufficient numbers of readers or printers (Bernstein 1986a).

Will paper reports survive the age of digital technology? Although the theoretical debate wages in business literature, in reality, companies are still betting on their glossies. In a 1999 survey published by the National Investor Relations Institute (NIRI), 86% of responding corporations indicated that they plan to print annual reports indefinitely. In fact, U.S. corporations are spending significantly more designing and producing reports than they did in 1996, with an average budget of $209,600, and the price tag for some escalating into the millions (Rivel Research 1999).

Although the corporate world may not ponder the fate of print annual reports, libraries that collect them do. As Bernstein so aptly pointed out, "despite their many benefits, annual reports pose a range of problems for the librarian" (Bernstein 1986a). Acquiring, processing, and storing annual reports in print is a time consuming effort and requires substantial storage space for even modest collections. With competition from a growing array of sources that provide at least the text and data, if not the images of annual reports themselves, the question persists: Has technology alleviated the need to collect annual reports in their print format?

The purpose of the survey for this SPEC Kit was to assess the current print annual report collection practices of ARL libraries, describe the effects of electronic information on the perceived importance of these collections, and recommend best practices for preserving these significant historical documents.

Survey Results

The survey was distributed to the 121 ARL member institutions in March 2000. Eighty-six responses (71%) were received. Of these respondents, 55% (47) currently collect annual reports in their original print format.

Selection. The majority of responding libraries (64%) collect annual reports for between 300 and 500 companies. All of these collections include for-profit corporations and many of them include both local (72%) and international corporations (64%). Annual reports for foundations and nonprofit corporations are collected by only 32% of the respondents.

Only a few of the responding ARL libraries (26%) have formal, written selection policies for their annual report collections. While many libraries select companies by using published lists, such as Fortune (55%) and Forbes (15%), others base their collections on groups of companies, such as those traded on a particular stock exchange (17%) or those which compose a composite index (4%). Geographic proximity, i.e., local public companies identified in published lists, such as the California 100 or through coverage in local news media, was the criteria most frequently cited by 57% of responding libraries as determining collections.

Other selection criteria described in the survey are much less formal and include companies from new and emerging industries, those which regularly recruit on campus, those in which students and faculty have expressed interest, and those with particularly high name recognition or newsworthiness.

Acquisition. Most libraries (60%) reported that the maintenance of the annual report collection is greater than "a small commitment." Seventy-four percent of respondents acquire reports through locally maintained mailing lists. Several respondents no longer request annual reports at all, but simply receive those they had traditionally requested from former mailing lists. A few libraries indicated that they also regularly receive donations. In fact, one institution is given a collection of annual reports from the stock portfolio of a local college every year.

Only 11% of responding libraries utilize an annual report ordering service, such as the Public Register's Annual Report Service (PRARS). With only a couple of exceptions, most libraries rated their satisfaction with these services as very high. Notably, on this item, several respondents failed to

differentiate between services that deliver print annual reports via the mail and vendors of online annual reports. At least three respondents expressed a high degree of dissatisfaction with online vendors of annual reports and recommended this topic as an area for further study.

Library support staff (77%) and student assistants (45%) are most likely to be involved in the labor of maintaining annual reports collections, although many libraries indicated that the work is a cooperative venture involving multiple staffing levels.

Management. Most responding libraries (58%) provide some type of finding mechanism for their collections. Twenty-six percent enter reports into online catalogs, but many of those libraries noted that annual reports are cataloged with brief records only. Eight percent reported that they currently catalog reports in electronic databases or on paper; however, a majority of those libraries indicated that they plan to move lists to a web-accessible format in the near future. Forty-three percent of responding libraries do not catalog their annual reports at all.

Most annual reports are not circulated (68%), and usage statistics are not collected in an overwhelming majority (83%) of cases. Collections are stored in filing cabinets 59% of the time and security stripped or targeted in about half of the responding institutions, with only the most popular reports secured at several libraries.

The historical depth of collections varies widely among responding libraries. The most common retention period is 2–5 years (38%). Twenty-five percent of respondents reported that retention policies vary by company. A predominant pattern is that reports for most companies are retained a specified number of years, while the reports of local companies are retained indefinitely. Ten libraries (21%) reported retaining all types indefinitely.

Evaluation. When asked to rate the importance of print annual reports to their business collections, 19 libraries (40%) rated them as very important or important. Three libraries (6%) indicated that annual reports are not very important, and 25 libraries (53%) fell somewhere in between. Libraries who identified their collections as very important or important were asked in a follow-up query to describe why they believed the collections are valuable. Answers revolved around three central themes, in order of frequency: convenience and ease of use, archival value, and impact of visual elements.

Nearly all respondents mentioned the convenience of print annual reports to the user. The phrase "quick and easy access" was used repeatedly. One respondent noted that annual reports are lengthy documents, and printing them is an expensive proposition for libraries and users. Another librarian stated that limited availability of computer work stations and printers contributes to the desirability of print reports as well, just as librarians voiced concern about limited microform reader/printers in the 1980s (Bernstein 1986a).

The historical value of annual reports was the second most frequently cited reason for maintaining print collections, particularly for local companies, which are less likely to be included in commercially produced databases. One librarian also described the involvement of business faculty in building the annual report collection and noted the possible political repercussions of its elimination. Several respondents suggested that if an organization or commercial vendor were willing to archive print reports and make them available, either via interlibrary loan or as digitized images, they would be happy to donate their collections. In other words, they are more concerned for the preservation of the collections, than about having immediate local access to them.

The "informational value of the physical layout and visual affect of reports" was cited by three libraries as an important aspect of print collections. Annual reports in their original format are just "more fun to use," according to one respondent. Another librarian mentioned that the annual reports in print format convey the purpose and content of an annual report to foreign business students better than their electronic counterparts.

Two institutions mentioned plans to digitize historical reports. One library has already digitized part of its collection, while the other has just begun planning to do so (see representative

documentation for details). In the comments section of this survey, four additional libraries reported that they have seriously considered digitizing as an option for historical reports. Funding is the barrier most often cited. One respondent indicated that selected historical reports are microfilmed as funding becomes available.

Responding institutions subscribe to a wide variety of sources for financial filings. In fact, the vast majority subscribe to multiple products. Primark's Disclosure (87%), Lexis-Nexis's Academic Universe (75%) and Mergent's (formerly Moody's) products (66%) are clearly the most widely purchased sources of financial data, followed by a distant fourth, SEC File on Microfilm (formerly Q-File) (34%.) These resources offer a varied mixture of full-text filings, such as the 10-K, the electronic text of the annual report, and/or the scanned images of the original glossies. Although this survey did not attempt to distinguish among these types, many respondents did differentiate among them in their "other" answers. From those responses, there is clearly a demand for products, such as Laser Disclosure, that provide scanned images rather than just the electronic text.

Thirty-eight percent of responding libraries indicated that they are currently considering the elimination or significant reduction of their print annual report collections. Another 21% of respondents have deliberated and decided to reduce rather than eliminate them. Is the wide and varied availability of electronic financial information a factor in these deliberations? Eighty-two percent reported that it is. An almost equal number of libraries reported that the availability of annual reports on the World Wide Web was also a relevant factor in their decision. Labor and costs of maintaining collections (61%), lack of storage space (43%), and declining usage (36%) are also factors cited by respondents.

Interestingly, a full 40% of responding libraries reported that they do not plan to eliminate or reduce their collections. Reasons cited for maintaining print collections echo those previously discussed, such as convenience and the need for archives.

Of the 86 libraries responding to this survey, 39 (45%) do not currently collect annual reports in print. Of these libraries, 13 (33%) formerly collected print annual reports, but ceased to do so in the past decade. Several of these libraries noted that although they have stopped actively collecting reports, they have not eliminated what they already held.

Libraries that ceased collecting annual reports throughout the 1990s were asked to identify the factors that most influenced their decisions. These 13 respondents were given the same list of items as libraries that are currently considering reducing or eliminating their collections. Although there are some similarities, the predominant concerns of libraries five to ten years ago were different from those of today. For example, the "availability of online databases" was already a significant factor in the 1990s. However, labor and the costs of maintaining collections was an equally prominent factor, cited by 48%. The availability of reports on microfilm was also noted by many of the respondents in the "other" section as a significant consideration in the 1990s.

"Availability of annual reports on the web" was cited by significantly fewer institutions (30%), than those rethinking their collections today (79%), presumably due to the phenomenal growth of reports on the web in the last few years. The perception that the "collection is not highly used" did not play as important a role for institutions in the 1990s (13%), as it does currently (36%). Space constraints were also cited by slightly fewer respondents who ceased collecting reports in the 1990s (26%), than by those who cite it now (43%), although several respondents from both groups mentioned facilities remodeling as the impetus for change.

What do the librarians who have eliminated their collections think about their decision in retrospect? When asked to evaluate the statement "eliminating the print annual report collection has decreased our ability to serve patrons with our business collection," 11 of 13 (85%) indicated they disagreed or strongly disagreed. All 13 respondents indicated they would repeat the decision to cease collecting

annual reports, if they had to make that decision again.

Conclusion and Recommendations

The availability of current online financial data is indeed abundant. Providers of digitized annual reports are fewer in number, but growing slowly. Technology, however, has failed to address some concerns about the availability of these reports, and, in fact, as with other types of resources, has created new problems of its own. Three pivotal challenges remain regarding the fate of print annual report collections: How will libraries preserve the valuable reports of the past 150 years that do not exist in machine-readable format; how will they also preserve the corporate "stories" told through the interplay of visual and narrative content—content that cannot always be satisfactorily replicated online; and, finally, as increasing numbers of companies make their current annual reports freely available on the web, can libraries rely on profit-driven companies to maintain collections that may not generate high revenue in the future?

Many ARL libraries in this survey have substantial collections of historical annual reports. If these collections are not preserved, a vital source of corporate history will be lost. Projects such as the Lippincott/SCETI digital archive and the University of Alabama/Academy of Accounting Historians project provide models for cooperative programs that both preserve annual reports and alleviate the burden of institutional-level collections. Collecting, archiving, and digitizing reports in a systematic and centralized manner, like the Center for Research Libraries has preserved international dissertations, could provide ideal protection of and access to annual report collections. Special consideration should be given in this proposed model to ARL libraries' strong local collections that are not likely to be duplicated anywhere.

As long as annual report design and production is big business, marketing, public relations, and graphic design students will need to examine paper copies of reports in order to learn what makes them effective. Bernstein recommended in 1986 that libraries weary of maintaining vast annual report collections should consider retaining a representative sample of outstanding or award-winning reports. Smaller collections at the local level can still show the best of what these reports can do.

Finally, libraries and commercial vendors of annual reports should work together to solve problems of ownership, archives, and product delivery. Annual report databases must remain both financially beneficial for providers and affordable and satisfactory for libraries. Further study should be undertaken to assess libraries' needs in this area and make recommendations for improved products and services. Commercial vendors have heretofore played a vital role in building electronic annual report collections and are potentially key players in confronting the challenges of annual reports well into the future.

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Managing Corporate Annual Reports

Survey Results

Collecting corporate annual reports in their original print format is a longstanding practice in many academic libraries. Prior to the onset of easily accessible electronic data, they were a primary means of obtaining in-depth company financial data. As resources such as Edgar, Disclosure, and Lexis-Nexis became available, some libraries began to question the importance of maintaining such print collections. Acquiring, processing, and storing annual reports in print is a time consuming effort and requires substantial storage space for even modest collections. Thus, for a period of time, business librarians asked themselves, "Is it worth it?"

In the early 1990s, business librarians seem to have reached some consensus that collecting print annual reports was indeed worth the time and effort they require. Companies use their annual report to shareholders to make a statement about who they are and what direction they are taking. Many researchers, such as advertising, graphic design and public relations students, need not only the content of a report, but the look and feel of it as well.

Many companies are now making the scanned images of their annual reports available via the World Wide Web. Information providers such as Moody's have also understood and responded to the need for the entire annual report and are producing products that provide access to scanned images. Now the issue has reemerged and librarians are once again asking themselves whether their print collections are worth maintaining. When the author of this survey posted a question to a popular business librarians' listserv, Buslib-l, regarding common practices for collecting annual reports in print, she received many responses expressing doubt and frustration about the collections.

The purpose of this survey is to ascertain and describe the current practices of ARL libraries regarding print annual reports. It also seeks to define and report best practices that may assist business librarians with their own annual report collection decisions.

This survey was prepared by Lisa O'Connor, Business Reference Librarian, Kent State University.

Please submit this survey and send the requested documentation by April 7, 2000. As always, individual responses to the survey will be treated confidentially.

Note: Eighty-six of the 121 ARL member libraries (71%) responded to the survey.

1. Do you currently collect corporate annual reports in their original print format?

Yes	47	55% (please answer questions 2 through 20 and 25)
No	39	45% (please answer questions 21 through 25)

Selection

2. For what types of organizations do you collect annual reports? Check all that apply. (n=47)

For-profit corporations	47	100%
Local companies	34	72%
International companies	30	64%
Nonprofit corporations and foundations	15	32%
Other (please describe)	4	9%

Other types of organizations mentioned were domestic, Canadian, and international government departments and/or crown corporations.

3. How are these corporations selected? Check all that apply. (n=47)

Local companies	27	57%
Fortune list	26	55%
Stock exchange lists	8	17%
Forbes list	7	15%
Composite index list	2	4%
Other	24	51%

Please describe:

Companies from specific industries of interest to students or faculty or those tied to specific courses
Companies in new and rapidly changing industries, particularly Internet companies
Companies who are donors to the university
Companies with high brand recognition or "newsworthiness"
Harvard Business School field studies in social enterprise
Of the stock exchange lists, NYSE and AMEX companies were the most frequently mentioned, while the NASDAQ companies were most frequently excluded. One mentioned, however, that they only collect for NASDAQ.
Other lists used for company selection were from Non-Profit Times 100, Foundations 100, Globe and Mail, National Post, Business Week Global 1000, Financial Post 500, Value Line companies, local company lists (such as the California 100), the Dow Industrial, Financial Times Annual Report Club, Canadian TSE 500, Research Distribution Group collection, and the Library of Congress Cooperative Acquisitions Program.
Those companies who actively recruit on campus and/or send materials to their career services centers

4. Do you have a written selection policy for print annual reports?

Yes	12	26%
No	35	74%

5. For how many corporations (including businesses, foundations, not-for-profits, and other institutions) do you actively collect annual reports in print?

Fewer than 100	7	15%
100–300	9	19%
301–500	30	64%
More than 1,000	1	2%

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Acquisition

6. How do you acquire print annual reports?

Through our own mailing list	35	74%
Annual report ordering service	5	11%
Other	7	15%

Please describe:

Several respondents mentioned that they used to acquire reports through mailing lists, but they now just take whatever they keep getting. A few indicated that this process is currently being reviewed. One mentioned that their mailing list is reviewed regularly to reflect changes in the Fortune lists and new and growing local companies. Several mentioned gifts and donations to collections. One mentioned that they get a group of reports from a local college's stock portfolio.

7. If you use a service, please indicate which service(s) you utilize and indicate your satisfaction level with each of them. Rank from 1 to 5, with 1 being "very satisfied" and 5 "not at all satisfied." (n=7)

Service	Rating
PRARS	1
Financial Times	1
WSJ	1
Research Distribution Group	3
Disclosure	3
Disclosure	4
PRARS	4

8. Who is responsible for processing incoming annual reports? Check all that apply. (n=47)

Library support staff	36	77%
Student assistants	21	45%
Business librarian	7	15%
Reference librarian	2	4%
Other	2	4%

Please explain:

Government documents staff
Library school interns
Several comments described this as a cooperative process, in which students, staff, and librarians work together.

9. In terms of time and staff commitment, processing annual reports is:

A small commitment	19	40%
A moderate commitment	16	34%
A substantial commitment	12	26%
An overwhelming commitment	0	

Management

10. How do you catalog annual reports?

Do not catalog	20	43%
OPAC	12	26%
Database accessible only to staff	6	13%
Paper catalog	2	4%
Web-accessible database	2	4%
Other	5	11%

Please explain:

Bound when critical mass is reached, then cataloged; current reports not cataloged.
Brief record and circulated in-house like reserves
Brief record only (One mentioned that they also add the companies website to the record!)
Cataloging now, but have not reconned all historical reports
CODOC numbers assigned—searchable through OPAC
Combination Access database which is converted to HTML for the library's homepage
Database and print list
Excel and print list
In process of converting paper index to web-accessible list
Locally based companies are cataloged; others are not—just stored alphabetically in file drawers
Planning underway to begin cataloging and building a web-based finding aid to point to holdings for individual companies.
The library catalogs only a few major local companies that are retained in the collection indefinitely.
There is one general OPAC listing indicating availability of the reports which doesn't enumerate companies.

11. Do you circulate print annual reports?

Yes	15	32%
No	32	68%

Comments:

One mentioned that they plan to circulate in the near future.

12. Do you security strip or target print annual reports?

Yes	24	51%
No	18	38%
Varies	5	11%

Please explain:

Although they do this and mark "reference use only," the loss rate is still high.
Locked in display cabinets
Not worth effort and cost given the alternative sources of this data
Only strip the most popular annual reports

13. Please describe how you store print annual reports in the collection.

Filing cabinets	28	59%
Book shelving	14	30%
Other	5	11%

Please describe:

Combination of reserve desk for current, bound and on shelves for some, and storage for older ones
Combinations of book shelving and filing cabinets for current issues
Current reports in display cases and another in current serial-type shelving
Filed alphabetically and stored in file boxes which are stored on open shelves
Pan boxes and store them in compact shelving
Plastic report boxes on shelves
Reference index tables

14. For what period of time do you retain annual reports in print?

Current year only	5	11%
1 year	1	2%
2–4 years	11	23%
5 years	7	15%
6–8 years	0	
10 years	1	2%
Indefinitely	10	21%
Varies	12	26%

Please explain:

"Local" defined in different ways, for example, Canadian, statewide, or only in a city.
Other responses were: three years; local indefinitely; five years; local or very popular indefinitely; 10 years for local, less for others; local indefinitely, if not in Disclosure; five years in library, older reports stored on microfiche as funds are available.

15. Do you keep usage statistics?

Yes	8	17%
No	39	83%

Assessment/Evaluation

16. Rate the overall importance of the print annual report collection to your business collection.

Very 1	2	3	4	Not Very 5
7	12	13	12	3
15%	25%	28%	25%	6%

17. What other sources of annual financial filings do you purchase? Check all that apply. (n=47)

Disclosure/Primark	41	87%
Academic Universe	35	74%
Moody's	31	66%
SEC File on Microfilm	16	34%
Dialog	7	15%
Other (please explain)	18	38%

Lexis-Nexis (4)
Compustat (3)
Dow Jones Interactive (3)
S&P Company Data (2)
Bloomberg
CANCORP
CRSP
Datastream
Disclosure fiche
FIS Online
Hoovers
S&P Research Insight
SEC filings on CD-Rom

18. Have you considered eliminating or substantially reducing your print annual reports collection?

No	19	40%
Yes, but undecided whether to eliminate or reduce	18	38%
Yes, will substantially reduce collection	10	21%
Yes, will eliminate print collection	0	

19. If yes, select all the reasons that are pertinent in your considerations. (n=28)

Availability of databases such as Disclosure and Edgar	23	82%
Availability of annual reports on the web	22	79%
Labor or costs of maintaining collection	17	61%
Space constraints	12	43%
Collection not highly used	10	36%
Other	6	21%

Please explain:

Availability of Canadian annual reports through SEDAR
Need room to add dot.coms
Some companies no longer send print copy and refer libraries to websites.
We are reconsidering continuing the nonprofit collection.
Web access is the predominant factor, but the number of web terminals and printing capabilities in the library is not sufficient to handle demand.
Web sources are not archival.

20. Do you plan to digitize your print annual reports?

Yes	2	4%
No	44	94%
Maybe	1	2%

Please scroll down to question 25.

If you do not currently collect corporate annual reports in their original print format, please answer questions 21 through 25.

21. Did you collect corporate annual reports in print any time in the last 10 years?

Yes	13	33%
No	26	67%

If yes, please answer the following.

22. When did you stop collecting corporate annual reports in print?

1990	1
1991	2
1992	0
1993	2
1994	1
1995	2
1996	1
1997	1
1998	2
1999	1

23. What were the most important factors leading you to discontinue collecting corporate annual reports in print? (n=23)

Labor or costs of maintaining collection	11	48%
Availability of databases such as Disclosure and Edgar	11	48%
Availability of annual reports on the web	7	30%
Space constraints	6	26%
Collection not highly used	3	13%
Other	8	35%

Please explain:

Microfiche availability (7)
Data cannot be manipulated
Dramatic decrease in usage of the print collection
Incomplete collections compared to microfiche sets
Moved to a new facility
Tendency to be stolen
Remodeled—no space for print collections

24. Rate the following statement: Eliminating the print annual report collection has decreased our ability to serve patrons with our business collection.

Strongly agree				**Strongly Disagree**
1	**2**	**3**	**4**	**5**
1	0	1	3	8
8%		8%	23%	62%

Comments:

Several institutions noted that they did not eliminate their collections. They are just not adding to them now.

25. If the decision to eliminate or retain the print annual report collection had to be repeated, what would you do?

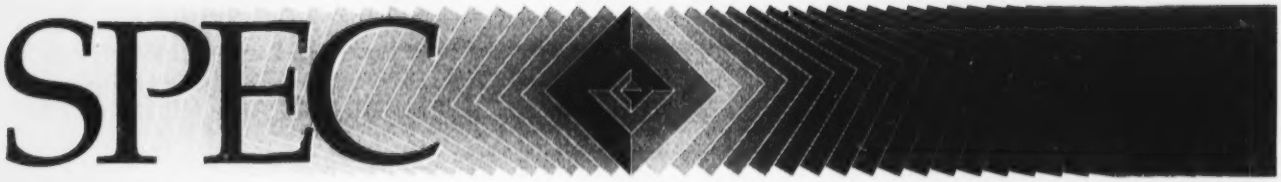
Eliminate	24	41%
Retain, but reduce the size of the collection	16	28%
Retain all	11	19%
Other	7	12%

Please explain:

Change the process, but keep everything else the same.
For the time being, we plan to continue our print collection. In the future, we may eliminate it. It is not used very much any more and does require a fair amount of effort to maintain.
The decision to retain, microfiche old reports, and continually add new companies has worked for us.
There is no clear cut answer. Back issues are still used by and useful to students.

Responding Institutions

University of Alabama
University of Arizona
Arizona State University
Auburn University
Boston University
University of British Columbia
University of California–Berkeley
University of California–Davis
University of California–Irvine
University of California–Los Angeles
University of California–Santa Barbara
Case Western Reserve University
Center for Research Libraries
University of Cincinnati
Colorado State University
Columbia University
University of Connecticut
Cornell University
University of Delaware
Duke University
Emory University
University of Florida
Florida State University
George Washington University
Georgetown University
University of Georgia
Georgia Institute of Technology
University of Guelph
Harvard University
University of Hawaii
Howard University
University of Illinois at Urbana
Indiana University
University of Iowa
Iowa State University
Kent State University
Louisiana State University
McGill University
McMaster University
University of Manitoba
University of Maryland
Massachusetts Institute of Technology
University of Miami
University of Michigan
Michigan State University
University of Minnesota
University of Missouri
University of Nebraska-Lincoln
University of New Mexico
New York Public Library
New York University
University of North Carolina
North Carolina State University
Northwestern University
Ohio University
Ohio State University
Oklahoma State University
University of Oregon
University of Pennsylvania
Pennsylvania State University
Princeton University
Purdue University
Rice University
University of Rochester
University of Southern California
Southern Illinois University
Stanford University
State University of New York at Albany
State University of New York at Buffalo
Syracuse University
Temple University
University of Tennessee
University of Texas
Texas A&M University
Texas Tech University
Tulane University
University of Utah
Vanderbilt University
Virginia Tech
University of Washington
Washington University–St. Louis
Wayne State University
University of Western Ontario
University of Wisconsin
Yale University
York University



REPRESENTATIVE DOCUMENTS

Archival Projects

http://weatherhead.cwru.edu/Accounting/annual/default.htm

ACADEMY OF ACCOUNTING HISTORIANS

UNIVERSITY OF ALABAMA
HISTORICAL ANNUAL REPORT COLLECTION

Located in the Bruno Library, Third Floor - Stacks

Reports Catalogued by:
Alpha Beta Chapter of Beta Alpha Psi,
Culverhouse School of Accountancy

- **A. E. Staley Manufacturing Corp. through Atlas Corp**
- **Atlas Finance Company through Central Main Power Company**
- **Central Patricia Gold Mines, Limited through DAYCO Corporation**
- **Debardeleben Coal Corp through General Steel Industries**
- **General Electric Telephone Company through John Marrell & Company**
- **Johnson & Johnson through Modine Manufacturing Company**
- **Mohasco Corporation through Pennsylvania, Ohio & Detroit Railroad**
- **Penwault Corporation through Sloane-Blavon Corporation**
- **Smith & Wesson through Zayre Corporation**

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Harvard Business School Baker Library
Historical Collections

SEARCH Baker Web Site | SEARCH Baker Online Catalog | FEEDBACK

Historical Collections
General Information
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Baker Library Home

Historical Corporate Reports Collection

The Historical Corporate Reports Collection consists of selected domestic and international company documents in their original paper format. The collection dates from the 1820s and includes annual reports, prospectuses, proxies, registration statements, listing applications, 10Ks, and miscellaneous items such as brokerage-house reports, charts, and unpublished corporate histories. The collection documents approximately 20,000 companies.

Baker Library also maintains a collection of historical corporate reports on microfiche and microfilm in Room 305. See Baker Library Corporate Reports for more details. More recent corporate reports are available in paper (for Fortune 500 and Global 500 companies) and on CD-ROM (the LaserD collection). Both are in the East End of the Reading Room. See Current Corporate Reports for more details. A chart outlining all Baker Corporate Reports holdings is also available online.

Using the Historical Corporate Reports Collection

Historical Collections reference staff can search for company names in an in-house electronic database. Extensive searches (more than 10 company names) can be done for a fee of $25.00 an hour; up to three hours of searching will be done.

The Historic Corporate Reports Collection is stored off-site. Please notify the Historical Collections Reference Staff of your plans and of the materials you wish to use 2-3 days in advance. This advance notice will enable us to have the materials ready when you arrive. Requests for a large quantity of materials will result in a service fee.

Reference Services
Photoduplication Services
Permission to Publish Materials

For More Information Contact Historical Collections Reference Staff

Back to top

SCETI
schoenberg center for electronic text & image

corporate annual reports

Lippincott Library of the Wharton School Corporate Annual Reports Collection

Sponsored in part by a generous grant from PaineWebber.

about SCETI

collections
shakespeare
south asia
women's studies
science, the occult, and religion
edgar fahs smith
corporate reports
schoenberg collection
university of pennsylvania art collection
freedman jewish music archive
marian anderson
keffer collection
other projects

exhibitions

finding aids

current projects

what's new...

This site contains facsimiles of corporate annual reports from the Lippincott Library collection. The reports are in Adobe Portable Document Format (PDF) and can be read in Acrobat Reader 3.0, which is available for download free of charge. The complete text of the reports may be searched using the Library's PDF search engine.

To view companies grouped according to their products, search the appropriate pages:

Automotive | Department Stores | Communications | Construction Supplies | Food | Natural Resources | Railroads | Textiles | Utilities

Bangor and Aroostook Railroad Company

Beatrice Creamery Company

Broad River Power Company

The California Packing Corporation

Del Monte Food Products

Dow Chemical Company

General Motors

Grumman Aircraft Engineering Corporation

Humble Oil and Refining Company

International-Great Northern Railway Company

The Investment Corporation of Philadelphia

Island Creek Coal Company

Jantzen Knitting Mills

Julius Kayser & Co.

Lee Rubber & Tire Corporation

Lehigh Coal & Navigation Company

Lone Star Cement Corporation

Luzerne County Gas and Electric Corporation

Mack Trucks, Inc.

Magma Copper Company

Melville Shoe Corporation

The Mengel Company

Montgomery Ward

National Food Products Corporation

North American Aviation, Inc.

National Gypsum Company

Pennsylvania Central Light & Power Company

Pennsylvania Edison Company

Pennsylvania Power & Light Company

Pennsylvania Railroad

Puget Sound Power & Light Company

The Pure Oil Company

Radio Company of America

Scovill Manufacturing Company

Sears, Roebuck and Company

South Carolina Electric & Gas Company

Southern California Gas Company

Tide Water Associated Oil Company

United Carbon Company

United States Gypsum Company

United States Pipe & Foundry Company

United States Sugar Corporation

Wilson & Company

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A National Digital Corporate Annual Report Archive: A Proposal

Corporate annual reports are valuable sources of information for business researchers. Major business libraries, such as the Lippincott Library of the Wharton School, often contain large collections of historical annual reports in paper. Lippincott's annual report collection, for example, contains some 45,000 annual reports with more than 3 million pages. These collections, with reports dating back to the early-19th century, allow business history scholars to research the development and growth of business and industries. The reports are useful to scholars in several historical sub-disciplines. Some examples:

History of Accounting and Finance

Accounts form the center-piece of corporate annual reports. As a consequence, reports are primary documents in the history of applied accounting. At the Wharton School, annual reports from the 1940's were used recently by researchers to describe the early use of stock options.

History of Graphic Design

Annual Reports often use innovative graphic designs, the 1963 Eastman-Kodak report featuring a 3-D cover is a classic example. The photographic inserts used by the Container Corporations Annual Reports from 1936-1949 were obtained from Lippincott's collection and featured in an exhibition by the Cooper-Hewitt Museum (Smithsonian Institution's National Museum of Design).

History of Technology

Early annual reports (before 1850) frequently included descriptions and schematic drawings of machines. This material is a valuable compliment to the more formal descriptions in patent literature.

Social, Political and Economic History

Annual Reports are documents that reflect the social, political and economic context of the time. They report, often directly, on the key issues of the day. For example, the Annual Report of the Baltimore and Ohio Railroad Company for 1863 includes a detailed description of the Company's bridges, trestles, track and engines destroyed by the Confederate Army.

Limitations of Paper Annual Report

As paper documents, historical annual reports have these limitations:

1. Local availability

Lippincott Library, as is the case among its peer business school libraries, is the sole repository of historical annual report materials for a large geographic region. Often rare or unique, reports

are rarely loaned by institutions. The fact that researchers have to "go to the documents" severely limits their use as primary sources for scholars.

2. Lack of finding aids

Historical annual report collections often are not indexed. Even using the best indexed annual report collections, the researcher can find little more than the company name and the year the report was published.

3. Deteriorating condition

Annual report collections of major libraries often contain rare or unique reports. Unfortunately, this material will be lost unless we begin a preservation program. Within Lippincott's collection, many reports, even those from the 1940's and 1950's are already at risk of total deterioration. Pages can hardly be touched or turned without tearing or crumbling.

Present Development

To address the problems in Lippincott's historical collection of annual reports, we have begun a test program of capturing page images of reports on disc and making them available through the World Wide Web

(Http://www.library.upenn.edu/etext/lippincott/index.html)

Using Adobe's CAPTURE software with our scanning technology, we are creating an archive that is also a full-text database that can be searched by keyword and phrases. The search engine called SEARCHPDF, allows simple and advanced forms of database searching of documents using the PDF (Portable Document Format) file format. That makes all of the information in our scanned annual reports accessible. In our pilot database we have scanned 500 annual reports from 50 firms from the earliest date available through 1950. Using a keyword search such as "woman and assembly line" (standard in many World Wide Web search engines) a researcher could find the exact lines of text in annual reports discussing this topic. Digitized annual report images that are text-word searchable offer an important advantage over simple image preservation. With a text searchable annual report collection, a researcher would be able to:

- Identify reports by industry (What companies were key players in the early airline industry?)
- Find the names of a company executive or director (On what boards did Clarkson Potter serve?)
- Find the name of long abandoned products and icons (What company manufactured "fizzies"?)
- Identify historical facts (In what cities did Mack Trucks have branches during World War Two?)

We make the images of the annual reports available on the World Wide Web. This allows free access to this material world-wide. Lippincott Library has received enthusiastic support from other academic business libraries for this project. Among our peers, the business school libraries of Columbia and Stanford Universities are willing to have their annual reports available through the WEB.

Although we have not yet determined the details of how the national digital archive will be created, the most likely scenario is that a scanning facility would be maintained at the University of Pennsylvania, where significant experience in creating digital collections already exists. First, local annual reports would be digitized. Then, other libraries would contribute reports needed to fill gaps or add new companies to the collection. Because corporate annual reports are not copyrighted, we see no legal barriers to electronic distribution over our web site. In conclusion, digitizing the paper annual reports will greatly enhance the University of Pennsylvania's ability to provide access and to preserve a collection of primary source information important to the business, economic and social history of our nation.

Lippincott Library/SCETI Project for Digitizing Historical Annual Reports

How long has this site been "live?"

Since 1997

How many hits have the annual reports experienced?

On average per year:

Total successful requests: 5,690
Average successful requests per day: 27
Total successful requests for pages: 5,139
Average successful requests for pages per day: 24

What types of hardware/software did you use for the project?

The current scanning workstation specs:

Hardware
Dell OptiPlex GX1: Pentium II, Intel MMX Chip
64 MB RAM
6 GB Hard Drive
USB HP Scanjet Scanner (letter-size)

Software
Adobe Acrobat Capture 2.01 (OCR + PDF enabled)
Adobe Acrobat 3.0 for alternate PDF creation and editing
Adobe Photoshop 5.0
Windows 98

Do you know approximately how much it costs to scan each report, or could you approximate the total cost of the project?

Since the project's beginning, scanning and PDF creation has been performed by student staff. The most aggressive work on the project has been performed over the last three years. PaineWebber contributes money annually to the project and the balance of funds are provided by the Library directly. The site currently contains 779 reports and occupies 4+ GB of web server space.

What types of equipment/personnel would you need to start such a project?

At the very least, a project manager (library staff person) and student staff to perform the arduous task of scanning the reports. Locally, a workstation that can generate the scans, an OCR program if you want to search text, and Adobe Acrobat to create the PDFs. In order to access the reports publicly, a web server. Some sort of index creator/reader--search engine--so the OCR text can be searched. Local archived storage--CD or networked ("live") storage--is helpful in the event of file disasters, etc.

Are there pitfalls or lessons learned in hindsight that you would want to share?

Surprisingly, no. The only thing learned of any great consequence is the limit of Acrobat Capture. It does not generate OCR from the more modern printed annual reports. That is, reports from the late 40s to the present that are designed with complex 4 color fields behind the text just get interpreted as images--no text recognition. We are considering other OCR/PDF generating programs that might be better equipped to handle this problem. Earlier reports are no problem--single color or modest 2 color reports--they just breeze through the process.

What advice would you give other libraries considering a similar project?

Map out a strategy in advance. Plan for adequate storage--web server and local storage. Demo as many OCR packages as you can to find the best match for your goals.

Selection Policies

ANNUAL REPORTS SELECTION POLICY

The collection of public company annual reports on Reserve will be comprised of reports from companies on the:

- Fortune 500 list,
- Fortune second 500 list,
- Fortune Global 500 list,
- Business Journal (Phoenix) list of Arizona companies (either headquartered in state or having a significant presence in state)

who maintain annual report mailing lists for non-stockholders.

Over time, companies may be added to or dropped off these lists due to mergers/acquisitions, startups, divestitures, bankruptcies, and changes in performance. It may be necessary to check these lists from time to time for new company names to have the library added to their mailing lists. However, companies dropped from these lists will continue to be included in the annual reports collection as long as we receive updated materials for filing.

Management Library Annual Report Policy

September 24, 1998

1. Retain 3 years plus current year of Fortune 500 companies. Fortune 500 list is released in late May or early April each year. Using preprinted postcards we request ARS from new companies on the list.
2. Retain 3 years plus current year of all local public companies.
3. Catalog and bind annual reports from Eastman Kodak, Bausch & Lomb, and Xerox. In May of each year we send our withdrawn copies of these company's ARS to serials for binding.
4. Annual reports circulate for 7 days.

Management Library | UR Libraries | UR Home |

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Please send your comments to Webmaster
Last updated: Sept. 24, 1998;sb
http://www.lib.rochester.edu/mgt/arpolicy.htm

Management Library
Third Floor, Rush Rhees Library
University of Rochester
Rochester, NY, 14627-0055
Phone: (716) 275-4482

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DATE: March 14, 1997

To:

From:

RE: Guidelines for Corporate Annual Reports Collection

Let me know if this helps and if you have any questions.

Annual Reports Collection

1978-1981	Microfiche	National Databank Uneven collection of Annual Reports to Stockholders (ARS) 10Ks (Annual Report to Securities and Exchange Commission) Proxies, etc. FOR: New York, American, Over-the-Counter
1980-1985	Microfiche	Disclosure Inc. Disclosure Microfiche ARS and 10Ks FOR: OVER-THE-COUNTER Stock Exchange.
1980-1996	Microfiche	Disclosure Inc. Disclosure Microfiche ARS and 10Ks FOR: NEW YORK and AMERICAN Stock Exchanges.
1996-	CD-ROM	Disclosure Inc. Disclosure Select ARS, 10KS, Proxies For NEW YORK, AMERICAN, NASDAQ
Current 5 yrs	Paper	From Individual Companies ARS and 10Ks We may also get some new ones from a company that specializes in distributing ARS to libraries.

Note: The paper annual reports are the remnants of when the entire Annual Reports collection was in paper and we received this information individually from every company. We do not add any companies to what we receive.

If we do not receive any ARS/10Ks from a company after 2 years, we discard the remaining reports unless they fall into 1 of the following 3 categories:

1) Any company headquartered in Arizona, New Mexico, Oklahoma, or Texas. They are sent to the Southwest Collection.

2) Any company in the communications field (e.g. broadcasting, entertainment, telecommunications etc.). They are sent to the Mass Communications Reading room.

3) All other companies. They are sent to the Graduate Services Center at the College of Business Administration? Roni, if you don't have a recent note about this, you might call over and verify if they still want them. I can't remember.

We only keep paper Annual Reports if they are:

1) American publicly-owned companies on the OTC Exchange But, If the company is on the Disclosure Select CD-ROM and is NOT headquartered in the Southwest (see #2), we can discard. NASDAQ companies (on the CD-ROM) are the most important companies on the OTC Exchange, so NASDAQ is a sub-set of the OTC Exchange.

2) American public-owned companies headquartered in the Southwest, e.g. Arizona, New Mexico, Oklahoma, and Texas, regardless of what stock exchange (if any) they are on.

3) Foreign companies not on any of the 3 major American stock exchanges, e.g. American, New York, Over-the-Counter.

4) American companies not on U.S. stock exchanges but that issue annual reports, e.g. life insurance companies.

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LIBRARY CORPORATE ANNUAL REPORTS COLLECTION DEVELOPMENT POLICY TEXAS TECH UNIVERSITY JULY 1992

I. INTRODUCTION

Corporate Annual Reports include Annual Reports to Stockholders (ARS) and 10Ks (annual reports to the U.S. Securities and Exchange Commission). These reports provide company information for business and career purposes.

II. COLLECTION CRITERIA

A. Microfiche

Currently, the Library collects annual reports and 10Ks in microfiche on a permanent basis for all companies listed on the New York and American stock exchanges from 1982 to date. The Library owns annual reports and 10Ks of all companies on the Over-the-Counter (OTC) stock exchange from 1982-1985. This material is provided by Disclosure Inc.

The Library also owns the National Databank microfiche, which covers approximately 4500 companies and includes annual and quarterly reports, and some 10Ks for 1978-1981. Both National Databank and Disclosure are housed in Current Periodicals & Microforms.

B. Paper

The Library supplements the microfiche collection with a limited collection of paper annual reports and 10Ks. These items are housed in Current Periodicals & Microforms and are kept for five years, then discarded or sent to other departments on campus as indicated in section IV of this policy.

The selected annual reports and 10Ks are collected in the following areas:

1. American publicly-owned companies on the OTC stock exchange;

2. Major foreign companies not on any of the three major U.S. stock exchanges (American, New York, and OTC);

3. American companies not on U.S. stock exchanges that issue annual reports, such as life insurance companies .

4. Arizona, New Mexico, Oklahoma, and Texas companies regardless of listing on U.S. stock exchanges.

C. Language of publication

The annual reports and 10Ks are collected only in the English language.

III. ACQUISITION METHODS

The Texas Tech University Library receives annual reports and 10Ks in two ways:

A. Microfiche copies received by subscription from Disclosure.

B. Paper copies are acquired by requesting to be placed on each company's mailing list.

IV. WEEDING AND RETENTION

A. All microfiche are kept permanently.

B. After five years, paper annual reports and 10Ks are discarded. Arizona, New Mexico, Oklahoma, and Texas annual reports and 10Ks are sent to the Southwest Collection. Other selected annual reports and 10Ks are sent to Mass Communications.

V. POLICY REVIEW

This policy will be reviewed every three years.

Adopted July 1992 after review by
ECCDA
Library staff
Director of Libraries
Scheduled for review June 1995

Foster Business Library - About the Corporate Annual Reports Collection

Foster Business Library Annual Reports Collection

- The **Foster Business Library** annual reports collection is contained in lateral files under the **Corporate Annual Reports** sign, located between the Reference Desk and the Circulation/Reserve Desk. Arrangement is alphabetically by the most recent version of the company name.

- Detailed holdings information about **Foster Business Library** corporate annual reports may be found by searching in the UW Libraries' online catalog with the company name as author. Finding these records can be difficult due to mergers, acquisitions, and changes in company names--as well as in the title of the annual report (annual report, report to stockholders, etc.). For many companies, there are multiple records for various versions of the company name, with the holdings scattered among each record. In many of these cases, there are references to the other company names under the box that displays holdings--though clicking on these references typically takes you to the top of the title list for all annual reports rather than to the other company name as author. Where possible, staff in the **Foster Business Library** try to bring various versions of company names together under one shelving title in the lateral files where the reports are stored. For quick reference, consult the Foster Annual Reports website for a list of companies whose annual reports are currently collected.

- Depending on the company, the **Foster Business Library** annual reports collection includes just the latest three years, a long range of years or all years. In general, major national and international companies are represented by just the latest three years while Pacific Northwest companies are represented by as many years as we have been able to acquire and retain. More information about the annual reports collection development policy may be found later in this document. Because annual reports circulate just like books, they sometimes are lost by library users and often cannot be replaced. The annual reports for any given company may be incomplete even when a date range is specified.

- Generally, only annual reports to shareholders are included in the **Foster Business Library** annual reports collection; SEC filings received in lieu of an annual report are not usually retained since they are commonly available online from a variety of sources. Exceptions may be made in some cases where SEC filings are bound as an annual report, with some other information for shareholders attached.

Company Selection Criteria

- **Pacific Northwest public companies:** The **Foster Business Library** corporate annual reports collection is focused on the approximately 200 public companies in the Pacific Northwest states of Washington, Oregon, Idaho and Alaska. For these companies, annual reports are retained indefinitely.

- **Fortune 500 and Fortune Global 500:** Firms in the top one hundred of the Fortune 500 and Fortune Global 500 are included in the annual reports collection, with the latest three years represented. Where the **Foster Business Library** has a significant historical collection of a company's annual reports, a longer run of annual reports may be retained. Longer runs may also be maintained for companies whose annual reports have garnered awards.

- **Representative competitors** for major Pacific Northwest companies in industries central to the region (such as computer software, retail/wholesale, biomed/biotech, forest products and transportation) are included in the annual reports collection. Just the latest three years of such companies are retained usually, unless a valuable historical collection has been collected. Included in this category are companies in **Internet World Top 50** list as well as in **Fortune Magazine's E-50** list.

- **High interest companies** of perennial interest to student researchers (such as beer, cars, clothes, food, etc.) are included in the collection. Usually just the latest three years of annual reports for such companies are retained; exceptions are made in cases where the **Foster Business Library** has amassed a historical run of reports.

Other Sources for Annual Reports

- Report Gallery:
  A collection of over one thousand online annual reports. Many of these reports are in PDF format. There is also a link on this site to sources of international annual reports for companies in the United Kingdom, Japan, Korea and South Africa.

- Annual Report Service:
  Claiming to be America's largest annual report source, this site offers the annual reports, prospectuses and 10K filings for 3,600 companies, searchable by name, industry or state. Annual reports may be ordered, free, from this source but no reports are available online.

- Hoovers Online:
  This site provides extensive information on over 12,000 companies worldwide. Each company profiled includes a link to the company homepage, on which company annual reports may often be found in the *Investor Relations* section. **Hoovers Online** also offers access to company SEC filings.

- Investor Communications Business, Inc:
  This service offers free annual reports for 3,500 U.S., Canadian and U.K. companies to subscribers to The Wall Street Journal, Barron's, the Financial Times (UK), The Globe and Mail (Canada), The Wall Street Journal Europe and the international edition of the Financial Times.

- Histori[illegible]nual Reports:
  This colle[illegible]on at the Lippincott Library at the Wharton School, University of Pennsylvania contains facsimiles of corporate annual reports from the Lippincott Library collection. These reports are in PDF format.

- Historical Annual Report Collection:
  This collection at the Angelo Bruno Business Library at the University of Alabama includes paper copies of corporate annual reports from 1,900 companies, from the late nineteenth century to 1980. While reports are not available via interlibrary loan, photocopies of the reports may be purchased. A list of companies and annual report years is provided by this site.

- **Lexis-Nexis Academic Universe:**
  On the **Foster Business Library** homepage, this database provides access to 80,000 corporate annual reports covering the period 1984 through 1995. To access these reports, go to the **Business** section and then to **Company Financial Information** and use the pulldown menu to search *NAARS - Annual Reports 1984 - 1995* .

- **SEC Filings:**
  These reports are another source of information that often prove more valuable than the annual reports mailed out to shareholders. **Lexis-Nexis** is a good source (among many) for online SEC filings (back to December, 1987). For earlier SEC filings, the **Foster Business Library** has a backfile on microfiche.

Created: 23 November 1999; last updated: 26 June 2000. Please direct questions or suggestions about the Corporate Annual Reports collection to Peter Stevens, Reference Librarian, **Foster Business Library**, at stevens@u.washington.edu.

Back to the Corporate Annual Reports page

Annual Reports Master List
Companies To Be Added
Companies To Be Ordered
Companies Deleted
Changes To List

Annual Reports Library
Financial Times Global 500
Fortune 500
Fortune E-50 List
Fortune Global 500
Fortune Most Admired
Fortune Top Performing Companies
Fortune Top Performing Industries
Internet World News Top 50
Seattle Times Northwest 100 List
Sid Cato's Annual Report Website
World's Best Annual Reports. 1997 1998 1999
21 Very Best (Cato)

Foster Business Library

Maintenance Procedures

WORDPERFECT ANNUAL REPORTS CHECK-IN ENTRIES

ENTRY FORMAT:

Company name (HRT) Department if any F9

Street Address (HRT)

City, State/Province Zip Code

(HRT) Country including codes if any F9

Annual: YYMM F9

Quarterly: YYMM F9 Shift-F9,2

INSTRUCTIONS:

1. Underlining indicates optional entries used only when applicable. It is preferable to include the department which handles distributing annual reports, etc. but this is not always shown in the return address. Places where this often can be found, though, are business reply cards sent by the companies to confirm if we wish to remain on their mailing list and the inside front or back covers of their annual reports where they might give an address for stockholders to write for additional copies or further information.

2. Company Name: Use the full legal name currently in effect.

3. Annual: Use the last two digits of the year followed by the two-digit number for the month (i.e.: January=01 up to December=12) with no space between the year and the month designations. The date entered should be the ending date of the financials reported on the most recent annual report or 10-K received. No distinction is made between annual reports, 10-K's, or combined 10-K/annual reports since companies can send us any one or more of them in any one year and there is no consistency from year to year. Once a date is entered showing we have received the data under one of these forms, it is not entered again for the other formats nor do we keep a running record of past years received. All we want to show by this is what the most recent annual financial information we have received is besides confirming if in fact we are still receiving annual data on a current basis.

4. Quarterly: Use the same date-number system as the annuals. The date entered should be the ending date of the financials reported on the most recent quarterly report, 10-Q, or news release of quarter results we have received. As with the annuals, no distinction is made between these documents. If no quarterly information is received for this company, this field should not exist.

ANNUAL REPORTS FILING IN RESERVE

There are basically four categories of documents which may come as a result of being on a company's mailing list for annual reports.

1. Annual data: Annual reports, 10-K statements, or combined 10-K/annual reports.

2. Quarterly data: Quarterly reports, 10-Q statements, or news releases of quarter results.

3. Amendments: 8-K statements and announcements of asset sales, mergers, changes in officers or auditors, new stock offerings, new law suits, and any other changes which may affect the stockholders' interests.

4. Miscellaneous: Company magazines, company and product information, dividend announcements (other than stopping or starting to offer dividends), historical statistical summaries of company and industry performance, etc.

When filing, we keep all forms of annual data received until it is superceded by more current data in the same format. If after a year or so it appears that a particular format no longer is a part of a company's mailings, that format should be eliminated from the file.

Quarterly data is kept in all formats cumulating from quarter to quarter until it can be replaced by an annual in any format whose time coverage would cumulate the data for those quarters.

Amendments are kept until any one of annual data formats covering the time frame dealt with in the amendments is received.

Miscellaneous items are retained selectively based on the quality of their information. Public relations type company magazines and dividend announcements are generally not kept but other data may be useful and may even be kept for a number of years until it becomes too outdated.

Note: *Outdated materials for Arizona-based companies that are removed from Reserve should be sent to the Arizona Collection as an historical document to be considered for inclusion in their company information holdings.*

RE-FILING ANNUAL REPORTS

There are two types of annual reports.

Corporation Annual Reports
Foundation Collection Annual Reports

CORPORATION ANNUAL REPORTS are labeled with a property label. The reports are filed alphabetically with the most current report in the front.

Re-file reports that are left in the "Re-file Tray" on top of the cabinets.

Current 3 years are retained. Hawaii Corporations are retained indefinitely.

10-K reports are retained for the current year only.

FOUNDATION COLLECTION ANNUAL REPORTS are labeled with a property label. The reports are filed alphabetically with the most current report in the front.

Re-file reports that are left in the "Re-file Tray" on top of the cabinets.

Current 3 years are retained.

University of Hawaii at Manoa
Hamilton Library
Business, Humanities & Social Sciences Department

CIS Student Manual
1996

Updated On: April 15, 1998.

GUIDE TO THE VERTICAL FILES/ANNUAL REPORT COLLECTION

To the New Library Intern:

1.1 *INTRODUCTION*

This guide has been put together to help orient the new library intern to the Vertical File collections of the Innis Library at McMaster University. At Innis, as with Mills Library, the first priority is reference service. During slow periods, however, the intern is responsible for filing the updates to the reference loose leaf services (such as *S & P Indexes of the Securities Markets, Moody's Industry reviews* and *Canadian Labour Arbitration Summaries*) first, and second, maintaining the vertical files.

The vertical files consist of: annual reports (almost exclusively of Canadian companies) for both Profit and Non-Profit companies, industry information, information by geographic region (called Subject Files -i.e. economic information on foreign countries), collective agreements and Union newsletters. The first four categories are held in the large set of grey filing cabinets to the right of the reference desk. The last category of material is kept in the smaller filing cabinets across from the employee lockers.

2.1 *ANNUAL REPORTS*

This part of the vertical file collection is the most important; it requires the most amount of work (in terms of your time) and is the most heavily used by the library patrons. This collection supports research into a company's accounting policies and data, provides financial information, can be used as part of an industry study or in support of a job search. Due to the work of your intern predecessors, you should receive many new annual reports during your initial term, especially in the Winter. I have noticed that the high point is usually between the end of March and mid-April (this is probably due to the fact that most Canadian companies' fiscal year end is December 31st).

2.2 *Checking for Currency*

The policy at Innis Library is that we keep only the ***last five years*** of annual reports for the files we maintain. There are some retrospective annual reports on microfiche, mostly from the early 1980s to the early 1990s, but the agreement that facilitated the microfilming of the reports no longer exists.

2.3 *Weeding*

Old annual reports, those that are more than five years out of date, are recycled in the blue bin marked "newspaper". You may wish to weed the reports of those companies who no longer send us their reports. *HOWEVER, YOU MUST BE SURE THAT YOU HAVE MADE EVERY POSSIBLE EFFORT TO REMAIN ON THE MAILING LIST OF THE COMPANY.* If however, the company has not replied to the library's request and there is a significant portion of their annual reports missing (usually 3 or more years), you may wish to weed their entire file.

2.4 *Requesting New Annual Reports*

As the responsibility for maintaining the AR collection lies with the intern, you may wish to add companies not currently maintained in our file. For example, during my term, I mailed requests for the reports of Canadian companies in the brewing industry and the fast food industry. The criteria for including new annual reports in the vertical files are few: first, they must be a Canadian company (or a prominent Canadian subsidiary of a foreign company, and second, there should probably be a tangible interest or need for such a company on the part of Innis Library users. Good selection aides to help determine whether or not to solicit a report from a company is to use the "Report on Business Top 1000" in Canada Company Handbook (call # Ref. HG 5154.R46 1997).Another good way to determine such need is to monitor the requests of users during reference requests or assisting students with their group projects.

The template for requesting new annual reports from companies is called "arnew.wpd"on the C:\ drive of the reference terminal in the ***ANNUAL REPORT*** folder under the ***INTERN*** directory (C:\intern\annual report\arnew.wpd).

2.5 *Requesting Back Issues of Annual Reports*

If in the process of maintaining the AR collection you notice any significant gaps, usually a gap of two or more years, or, you receive the current year's AR without receiving a previous year's AR, you may wish to request a copy of that company's missing annual reports. The template for requesting back issues of reports is called "arback.wpd"on the C:\ drive of the reference terminal in the ***ANNUAL REPORT*** folder under the ***INTERN*** directory (C:\intern\annual report\arback.wpd).

****NOTE:** Private Companies*

Private companies are simply those companies which do not issue stock, or are not publically owned. These types of companies often will deny request for annual reports or financial information. As a privately owned company, these organizations ***do not have to divulge their company information***. For these reasons, however, it is also very desirable to possess reports for private companies and you may therefore wish to try requesting such companies' reports.

3.1 *PROCEDURES FOR PROCESSING INCOMING ANNUAL REPORTS*

The list following this introductory section represents the companies (profit and non-profit) held in the vertical file collection. This list was compiled so that annual reports could be checked off as they arrived and missing reports noted and addressed. When an annual report arrives in the mail, first check the list to see whether the company is represented in the collection.

3.2A ***If so, then do the following:***

➤Attach a plain white label to the front of the report and stamp "Innis Library" and "Non-Circulating" on the label.

➤Tattle Tape the Report (if you unsure what this is, or how to do it, asked the Business Librarian or one of the Circulation staff)

➤Check off the report on the list

➤Place it in the correct folder in the vertical file

➤While filing, it is also a good idea to check that all superseded interim reports are removed, and that reports older than five (5) years are removed

➤Interim reports, information circulars, press releases, and other ephemera received from these companies need not be reported

***Recently, many companies have implemented a policy whereby we, as a recipient of a company's annual report, must return a reply (either by fax or by letter) as to whether we wish to be maintained on their mailing list. As a rule, always respond in the positive ("yes") and **do so promptly**.

3.2B *Annual Report Duplications*

Always make sure that the incoming annual reports are not already present in the company's file. On occasion, a company will have our library duplicated on their mailing list and we will receive multiple copies of an annual report. Duplicates take up valuable space in our vertical files, and therefore, should be recycled. To be certain a report is a duplicate, you must check **both the** records list (the grey binder) and the actual company folder in the vertical file cabinet. If the report is a duplicate, do not process it. Instead, recycle it in the large blue bin marked "Newspaper".

3.3 ***If not, then do the following:***

➤First, ask these questions:

☞Is the company Canadian, or is it a Canadian subsidiary of a major international company?
☞Is the company on the *Report on Business Top 1000 Companies*?(see above)
☞Is the company a private company?
☞Does this company represent an industry/sector not currently represented or well represented by our collection?
☞Has this company's report or financial statements been requested by a user in the past? (you may wish to double check with the Business Librarian about this)

If the company does not fit one of these criteria, then disregard and recycle.
Otherwise, Do the following:

3.4 *Preparing a New Annual Report File for a Company*

➤Prepare as above (**3.1**), but also:

☞Create a new page in the records list (the binder) - You may have to add a new page, or rearrange the existing entries to accommodate the new company

☞Check to see if there is already a card in the card catalogue (to the left of the grey cabinets) - If there is no card, make one, stating the company's full name (and listing more commonly used names in brackets) and place it in correct alphabetical position in the card catalogue. NOTE: *Even though the company may not be listed in the following records list, we may have previously subscribed to a company's reports, and therefore, there may be a card in the catalogue*

☞Make a new folder for the company, labelling the top clearly with the company's full name (or most recognizable name) - the Business Librarian will be able to help you find all the supplies needed

4.1 *DELETIONS AND NAME CHANGES*

In some cases it will be necessary to delete a company from the vertical file collection. The company may have privatized and no longer makes its annual reports available, or the company may have merged with another company.

4.2 *When a company is to be deleted from our files:*

➤Discard the contents of the file in the large recycling bin

➤Make a clear explanatory note in the records list so that there is no confusion as to the status of these annual reports

➤Remove the company's card from the card catalogue

4.3 *When a company merges, or is acquired by another company:*

➤Place the reports of the merged/acquired company in with the parent company (i.e. the one doing the buying)

-or-

➤If the companies have formed a new (consolidated) company, create a separate folder bearing the new company's name and retain the reports for the two predecessor companies for a total of 5 year(s)

➤Make a "see" reference to the parent company from the merged/acquired company's catalogue card

-or-

➤If the companies have formed a new company, create a new card bearing the company's name and create "see also" references to and from the predecessor companies

5.1 *MAINTAINING AND REPAIRING FILE FOLDERS*

Regular monitoring of the physical condition of the file folders should be performed. Fix folds and tears with the book tape. reinforce labels so that they are legible. replace file folders that are beyond repair. Remember to use two (2) folders when the contents of a company's reports becomes unmanageable for one folder.

DATE: OCTOBER 29, 1984

TO: OLETA ARMSTRONG AND DON FRANK

FROM: TOM ROHRIG

SUBJECT: WEEDING OF CORPORATE ANNUAL REPORTS (ARS)

THE FOLLOWING IS A BRIEF HISTORY OF THE TECH LIBRARY'S COLLECTING OF ARS; PERTINENT STATISTICS ON THE ARS COLLECTION; AND SUGGESTIONS FOR PLANNED WEEDING OF THIS COLLECTION.

HISTORY

WHEN MR. JANEWAY WAS LIBRARY DIRECTOR, THE COLLEGE OF BUSINESS ADMINISTRATION REQUESTED THAT THE TECH LIBRARY BEGIN COLLECTING ARS FOR THE USE OF FACULTY AND STUDENTS. THE NUMBER OF YEARS OF RETAINING THE ARS WAS SET AT 3 YEARS BECAUSE OF THE LIBRARY'S SPACE CONSTRAINTS.

ABOUT 3 YEARS AGO, WE RAISED THE NUMBER OF YEARS OF RETAINING THE ARS TO 5 YEARS BECAUSE DR. MOYER, AREA COORDINATOR OF BUSINESS FINANCE, INDICATED THAT 5 YEARS WAS THE MINIMUM LENGTH OF TIME FOR ADEQUATE ANALYSIS OF A CORPORATION'S FINANCIAL STATEMENTS TO BE MADE.

BECAUSE OF THIS SHIFT FROM 3 TO 5 YEARS OF RETENTION, IT HAS ONLY BEEN IN THE PAST YEAR OR SO THAT WE ARE BEGINNING TO HAVE A FULL 5-YEAR RUN OF ARS FOR A SIGNIFICANT NUMBER OF COMPANIES.

ALTHOUGH WE ARE BEGINNING TO RECEIVE ARS AND 10KS ON MICROFICHE FROM DISCLOSURE, WE SHOULD NOT START DISCARDING LARGE NUMBERS OF PAPER ARS BECAUSE:

1. THE LIBRARY OWNS FROM 1981 TO DATE ARS AND 10KS OF ONLY COMPANIES ON THE NEW YORK AND AMERICAN STOCK EXCHANGES. THIS DOES NOT INCLUDE COMPANIES ON THE OVER-THE-COUNTER STOCK EXCHANGE, PRIVATE COMPANIES THAT ISSUE ANNUAL REPORTS, FOREIGN COMPANIES THAT DO NOT SELL STOCK ON EITHER THE NEW YORK OR THE AMERICAN STOCK EXCHANGES, OR ANY INTERIM REPORTS OF ANY COMPANY ON ANY STOCK EXCHANGE. THE LIBRARY CURRENTLY RECEIVES ARS FROM COMPANIES ON ALL 3 AMERICAN STOCK EXCHANGES (AMERICAN, NEW YORK, OVER-THE-COUNTER), AND FROM PRIVATE COMPANIES AND FOREIGN COMPANIES NOT LISTED ON THE 3 MAJOR AMERICAN STOCK EXCHANGES IN PAPER COPY.

2. IT IS MUCH EASIER FOR PATRONS TO USE THE PAPER COPY THAN THE MICROFICHE,

3. THE COMPANIES' ARS AND SOME 10KS ON THE NATIONAL DATABANK'S MICROFICHE COVERING 1978-1981 IS NOT COMPLETE.

IN THE FUTURE, THE MAJORITY OF THESE PAPER ARS WILL BE DISCARDED AS MORE DISCLOSURE MICROFICHE IS RECEIVED (INCLUDING FUTURE SUBSCRIPTION TO DISCLOSURE OVER-THE-COUNTER ARS AND 10KS AS FUNDS PERMIT), BUT FOR THE PRESENT, I SUGGEST THAT WE RECEIVE AT LEAST 5 YEARS OF DISCLOSURE AMERICAN AND NEW YORK STOCK EXCHANGE ARS AND 10KS MICROFICHE BEFORE BEGINNING MAJOR DISMANTLING OF THE PAPER ARS COLLECTION BECAUSE:

1. THIS WILL ENSURE THAT A MINIMUM OF 5 YEARS OF ARS ARE AVAILABLE FOR PATRON USE.
2. THIS WILL GUARD AGAINST FUTURE BUDGET CUTS THAT MIGHT CUT PURCHASE OF PARTS OR ALL OF THE DISCLOSURE MICROFICHE SUBSCRIPTION.

STATISTICS ON PAPER ARS COLLECTION

I RECENTLY COMPLETED A SURVEY OF THE PAPER COPY ARS AND PRESENT THE FOLLOWING STATISTICAL REPORT:

PAPER COPY CORPORATE ANNUAL REPORTS OWNED IN REFERENCE

ALPHABET LETTER	NUMBER OF COMPANIES WITH 1983+ ARS (1983+) OWNED (OLDER YEARS MAY ALSO BE OWNED)	NUMBER OF COMPANIES WITH 1982 OR OLDER ARS (-1982) OWNED
A	39	53
B	31	43
C	59	49
D	20	23
E	15	17
F	23	27
G	29	20
H	22	15
I	16	19
J	4	3
K	14	21
L	17	10
M	43	31
N	20	19
O	2	8
P	30	30
Q	1	1
R	21	19
S	55	32
T	29	20
U	17	12
V	4	12
W	20	19
X	1	1
Y	1	0
Z	1	3
TOTAL	534 + 53	507 = 1041

REFERENCE HAS 174 PRINCETON FILES WHICH WILL HOLD 870 COMPANIES' 21,750 ARS ASSUMING 5 COMPANIES/PRINCETON FILE AND 25 ARS/PRINCETON FILE.

CURRENTLY, THE 174 PRINCETON FILES WILL HOLD:

534 COMPANIES' (1983+) ARS (ASSUMING 5 YEARS/COMPANY)
336 COMPANIES' (-1982) ARS (ASSUMING 5 YEARS/COMPANY)

WE LACK ROOM FOR:

171 COMPANIES' (-1982) ARS (ASSUMING 5 YEARS/COMPANY)

THE LIBRARY CURRENTLY OWNS 1041 SEPARATE COMPANIES' ARS. OF THESE, 534 HAVE 1983 OR NEWER ARS (AS WELL AS SOME OLDER YEARS) AND 507 HAVE ONLY 1982 OR OLDER ARS. THE REASONS FOR THE 507 COMPANIES WITH ONLY ARS ARE VARIED.

SOME COMPANIES ARE VERY LATE IN PUBLISHING THEIR ARS; SOME COMPANIES DECIDE NOT TO DISTRIBUTE THEIR ARS TO LIBRARIES, BUT ONLY TO STOCKHOLDERS SOMETIMES WE ARE ACCIDENTALLY DROPPED FROM CORPORATE MAILING LISTS; SOMETIMES COMPANIES CEASE BUSINESS; AND VERY OFTEN COMPANIES ARE MERGED INTO OTHER COMPANIES AND CEASE PUBLISHING SEPARATE ANNUAL REPORTS. ALTHOUGH WE TRY AND TRACK THESE MERGERS AND CEASATIONS OF BUSINESS IN OUR CHECK-IN RECORDS, THE SHEER VOLUME OF THESE BUSINESS CHANGES PRACTICALLY GUARANTEES WE ARE GOING TO MISS A FEW.

CURRENTLY, WE HAVE 174 PRINCETON FILES ON 28 SHELVES WHICH HOLD 7 PRINCETON FILES/SHELF. EACH BOX WILL HOLD 25 ARS AND INTERIM ARS ENVELOPES. THIS WORKS OUT TO 5 SEPARATE COMPANIES PER PRINCETON FILE.

THE 534 (1983+) COMPANIES REQUIRE 21.35 PRINCETON FILES FOR FULL 5-YEAR RUNS WHILE THE (-1982) COMPANIES REQUIRE 20.28 PRINCETON FILES FOR FULL 5-YEAR RUNS.

THE CURRENT 174 PRINCETON FILES WILL HOLD 870 DIFFERENT COMPANIES FOR FULL 5-YEAR RUNS.

THUS, OUR CURRENT PRINCETON FILES WILL HOLD ALL 534 (1983+) COMPANIES AND 336 (-1982) COMPANIES AND WE WOULD NEED TO PURCHASE 34 NEW PRINCETON FILES FOR 171 (-1982) COMPANIES.

WITHOUT ENCROACHING ON THE SPACE FOR EITHER THE TELEPHONE BOOKS OR THE TEXAS COLLEGE CATALOGS, WE HAVE 8 MORE SHELVES TO GROW WHICH WORKS OUT AS ROOM FOR 56 MORE PRINCETON FILES HOLDING 280 MORE COMPANIES' 7000 ARS (ASSUMING FULL 5-YEAR RUNS). HOWEVER, THIS EXPANSION WOULD REQUIRE SHIFTING SHELVES SINCE THE BOTTOM SHELVES ARE PLACED TOO LOW TO HOLD THE PRINCETON FILES.

SUGGESTIONS FOR PLANNED WEEDING OF ARS COLLECTION

1. LET ME WEED THE COLLECTION OF ARS BASED ON:

   1) DATES OF ARS RECEIVED.
   2) STOCK EXCHANGES COMPANIES ARE LISTED ON.
   3) USEFULNESS TO BUSINESS RESEARCH BASED ON KNOWLEDGE OF BUSINESS ASSIGNMENTS UTILIZING THESE REPORTS.

   FROM A WEEDING PROJECT LAST YEAR AND FROM A CURRENT SURVEY OF THE ARS, I HAVE SEEN A NUMBER OF OLDER ARS THAT ARE NOT NEEDED. DISCARDING THE LAST 2 YEARS' ARS WOULD NOT ONLY BE AT ODDS WITH THE BUSINESS SCHOOL'S REQUEST FOR 5-YEARS RETENTION BUT WOULD ALSO HURT US, SINCE LITERALLY INTERPRETED, THIS MIGHT MEAN DISCARDING 1981 AND 1982 ARS FOR SOME OF OUR NEWER COMPANIES.

   THE BIG PROBLEM WITH RECEIVING ARS IN PAPER COPY FROM INDIVIDUAL COMPANIES SEPARATELY IS THAT WE ARE AT THE MERCY OF THE COMPANY AS TO WHETHER THEY WILL SEND US THE ARS OR NOT. THUS, THERE ARE MANY GAPS IN THE COLLECTION AND I HAVE ONLY SEEN ABOUT 3-4 COMPANIES WHERE WE HAVE GONE OVER THE 5-YEAR RETENTION LIMIT (ASSUMING NO YEARS HAVE DISAPPEARED). ALSO, THERE IS A LARGE DEGREE OF PILFERAGE FROM THIS COLLECTION. EVEN IF IT WERE ECONOMICALLY FEASIBLE TO TATTLETAPE ALL THE ARS, WE WOULD PROBABLY STILL NOT SOLVE THE PROBLEM.

2. ALLOW JEREL MURRAH (WHO CURRENTLY IS RESPONSIBLE FOR CHECKING-IN ARS; TYPING LABELS; AND PULLING OLDER ARS, UNDER MY SUPERVISION) TO:

   1. PULL ARS I HAVE INDICATED ARE NO LONGER NEEDED.
   2. SHELF READ THE ARS, PUTTING MATERIAL IN ORDER; DETERMINING WHAT COMPANIES NEEDINTERIM ARS ENVELOPES; AND TYPE OUT NEW HOLDINGS LABELS FOR THE PRINCETON FILES AFTER THE NECESSARY WEEDING AND SHIFTING HAVE BEEN ACCOMPLISHED.

   UNTIL THIS PROJECT IS ACCOMPLISHED, JEREL COULD DO THIS PROJECT ½ TIME AND PROCESS THE NEW ARS ½ TIME, WITHOUT MUCH LOSS IN EFFICIENCY.

   Estimated hours needed;

Student hours	20-30 hours
Librarian:	10 hours

55

3. DEVELOP A COMPUTERIZED CHECK-IN FILE OF 1) NATIONAL DATABANK MICROFICHE, 2) DISCLOSURE MICROFICHE, AND 3) REFERENCE DEPARTMENT PAPER ARS ON THE DISCLOSURE IBM PC. CURRENTLY, THE OCLC CHECK-IN RECORD FOR DISCLOSURE (OCLC #6544163) RECORDS ONLY THE INVOICE NUMBERS WHICH DOES NOT INDICATE HOLDINGS.

   THIS NEW CHECK-IN FILE ON THE IBM PC WOULD LET US KNOW EXACTLY WHAT WE OWN; ALLOW MORE EFFICIENT PROCESSING OF ARS (PAPER AND MICROFICHE); AND PREPARE FOR THE DAY WHEN THE MAJORITY OF PAPER ARS WILL BE DISCARDED. THIS PROJECT WOULD NEED TO BE COORDINATED WITH SECOND FLOOR.

   ESTIMATED STUDENT HOURS NEEDED TO SET UP CHECK-IN RECORDS:

      20-30 HOURS TO INPUT ORIGINAL INFORMATION AND ABOUT 15-20 MINUTES WITH EACH NEW GROUP OF DISCLOSURE MICROFICHE AND PAPER ARS.

SPEC Kit 258
Managing Corporate Annual Reports

General Collection Descriptions and Finding Aids

Baker Library Corporate Reports

Baker Library has one of the largest collections of corporate reports in the world. The collections include annual reports to shareholders, 10-Ks, 10-Qs, 20-Fs, IRS Form 990s, proxy statements and prospectuses.

Current Corporate Reports Collection

Baker Library Reading Room - East End and Baker Library 305

The current corporate reports collection is available in three formats: paper, CD-ROM and Web (via Global Access). The Fortune 500 Collection contains paper copy annual reports from 1994-present for Fortune 500 and Fortune Global 500 companies. The LaserD collection on CD-ROM and our Global Access service contain annual reports, 10-K reports, 10-Q reports, proxy statements and prospectuses for publicly-traded U.S. companies from 1989-present. Annual reports of international companies are available from 1990-present.

Detailed Chart of Baker Library Corporate Reports

This printable chart contains more specific information on what reports Baker Library holds, what format they're in, and where we keep them.

Quick Guide to Finding Corporate Reports

This pathfinder helps locate corporate reports both in Baker Library and on the Web, and complements the Stock and Investment sources found on our Company & Industry Information pages.

Historical Collections Corporate Reports

More information on the corporate reports held in Baker Library's Historical Collections department.

HBS faculty, secretaries, and RAs working on faculty-sponsored projects can also request photocopies of annual reports, 10Ks, 10Qs, proxies, and prospectuses (or specific portions of these documents) via online form.

Baker Library Home Page

Harvard Business School

Baker Library

Baker Library Corporate Reports Collection

Baker Library has one of the largest collections of corporate reports in the world. The collections include annual reports to shareholders, 10-Ks, 10-Qs, 20-Fs, IRS Form 990s, proxy statements and prospectuses. This table lists our major collections of corporate reports with links, where available, to tables of actual holdings within specific collections. For more specific information, please contact library departments as listed:

- For further information on **Historical Collections** corporate reports listed on this chart, contact Historical Collections; email histcollref@hbs.edu or phone 617-495-6411
- For **all others** contact Corporate Reports; email refquest@hbs.edu or phone 617-495-6397

You may find our main Corporate Reports page to be of use. HBS faculty, secretaries, and RAs working on faculty-sponsored projects can also request photocopies of annual reports, 10Ks, 10Qs, proxies, and prospectuses (or specific portions of these documents) via online form.

Document Type	Years	Format	Location	Types of Companies
All Current Corporate Reports	1997-present	Online	Global Access	U.S. & International public companies
Annual Reports	c.1840-1973 (varies from co. to co.)	Film	Baker 305 Film	Large U.S. Corporations
Annual Reports	c.1820-1967 (varies from co. to co.)	Paper	Historical Collections *(Off-Site)*	U.S. & International Corporations
Annual Reports	Pre-1994	Paper	Historical Collections *(Off-Site)*	*Fortune* 500 U.S. & Global Lists
Annual Reports	1971-1977 1974-1977	Fiche	Circulation Desk *(Off-Site)*	NYSE Companies ASE Companies
Annual Reports	1978-1992 1978-1992 1983/84-1992	Fiche	Baker 305 Fiche	NYSE Companies ASE Companies OTC Companies
Annual Reports	1994 - present	Paper	Reading Room East - Blue Boxes	*Fortune* 500 U.S. & Global Lists
Annual Reports	1989-present	CD-ROM	Baker 305 *LaserD/Global Access Pro*	Public companies traded on U.S. exchanges
Annual Reports & IRS Form 990 (Non-Profits)	Latest 5 years	Paper	Reading Room East - Blue Boxes (with Green Stripes)	Non-Profit Organizations from *Non-Profit Times 100* , HBS Field Studies in Social Enterprise and HBS *Green List*

International Annual Reports	1982-1991	Fiche	Baker 305 Fiche	Large International Public Companies
International Annual Reports	1990-present	CD-ROM	Room 305 *LaserD/Global Access Pro*	Large International Public Companies
10-K Reports	1934-1966	Film	Circulation Desk *(Off-Site)*	Many (but not all) publicly-traded U.S. companies
10-K Reports	1967-1977 1969-1977 1975-1977	Fiche	Circulation Desk *(Off-Site)*	NYSE Companies ASE Companies OTC Companies
10-K Reports (or 20-F reports)	1978-1992	Fiche	Baker 305 Fiche	Public companies traded on U.S. exchanges
10-K Reports (or 20-F reports)	1989-present	CD-ROM	*LaserD/Global Access Pro*	Public companies traded on U.S. exchanges
10-Q Reports	1976-1986	Fiche	Circulation Desk *(Off-Site)*	NYSE & ASE Companies
10-Q Reports	1987-1992	Fiche	Circulation Desk *(Off-Site)*	NYSE & ASE Companies
10-Q Reports	1989-present	CD-ROM	*LaserD/Global Access Pro*	All U.S. public companies
Prospectuses	1840-1967	Paper	Historical Collections *(Off-Site)*	U.S. and international companies
Prospectuses	1973-1977	Fiche	Circulation Desk *(Off-Site)*	Public companies traded on U.S. exchanges
Prospectuses	1978-1992	Fiche	Baker 305 Fiche	Public companies traded on U.S. exchanges
Prospectuses	1989-present	CD-ROM	*LaserD/Global Access Pro*	Public companies traded on U.S. exchanges
Proxy Statements	1840-1967	Paper	Historical Collections *(Off-Site)*	U.S. and international companies
Proxy Statements	1971-1977 1971-1977 1977	Fiche	Circulation Desk *(Off-Site)*	NYSE Companies ASE Companies OTC Companies
Proxy Statements	1978-1992	Fiche	Baker 305 Fiche	Public companies traded on U.S. exchanges
Proxy Statements	1989-present	CD-ROM	*LaserD/Global Access Pro*	Public companies traded on U.S. exchanges

Baker Library Home Page

ANNUAL REPORTS

Paper editions of selected corporations are kept in filing cabinets in the CIS Business Reference section:

Top 100 of Fortune 500 Corporations
Top 100 of Fortune Service 500 Corporation
Hawaii Corporations (current and past years also on Microfiche D50012)
Corporations requested by faculty for course assignments

Requests for current reports are mailed annually. Paper editions are retained only for 3 years.

CD ROM:

Compact Disclosure (contains financial information from SEC filings for 13,000 U.S. public companies) 1990- present
Worldscope (for internationally based corporations) current year only

World Wide Web sites:

Security and Exchange Commission's Edgar (Electronic Data Gathering, Analysis and Retrieval) Database
http://www.sec.gov/edgarhp.htm

Annual Reports Library
http://www.zpub.com/sf/arl

Hoover's Online Gateway to Corporate Web Sites
http://hoovers.com/bizreg.html

Older annual reports and 10K reports are available on microfiche:

U.S. Corporations various years up to 1989 (D50012)
International Corporations 1983-1989 (S50006 & D70035)

Free annual report ordering service:

The Public Register's Annual Report Service (PRARS). Call 1-800-4-ANNUAL (426-6825). Fax 1-860-974-2229 or Internet http://www.prars.com. Requests are processed within 24 hours and are shipped free of charge to U.S. mailing addresses.

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Innis Business Library

Annual Reports Collection

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UNIVERSITY HOME PAGE | INTERNET SEARCH | COMMENTS | NEWS

The Innis Library maintains a print collection of annual reports from approximately 300 Canadian companies.

To see a list of companies included in the collection, select a letter corresponding to the company name.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

The collection is primarily comprised of major publicly traded Canadian companies. A smaller number of companies are privately-held, but of significant interest to McMaster University students, faculty and researchers. The collection is stored in grey filing cabinets to the left of the Reference desk. The reports are arranged in alphabetical order by company name. When possible, the Library maintains the most recent five years of annual reports (plus some interim financial statements) for each company.

The Library also holds an archival collection of pre-1996 annual reports, interims, proxy statements, etc. in microfiche format.

Other sources of Company Information

A

Aber Resources Ltd
Abitibi-Consolidated Inc.
ADS Associes Itee
Agra Inc.
Agrium Inc.
AIC Group of Funds
Ainsworth Lumber Company
Air Canada
Alberta Energy Company Ltd.
Alcan Aluminium Ltd.
Algoma Steel Inc.
Allelix Biopharmaceuticals
Alliance Forest Products Inc.
Alta Genetics
Amtelecom Group Inc.
Anderson Exploration Ltd.
Andres Wines Ltd.
Anglo Canadian Telephone
AT Plastics Inc.
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ATS Automation Tooling Systems Inc.
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Ballard Power Systems Inc.
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BC Hydro
BC Telecom Inc.
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Bentall Corporation
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Biomira Inc.
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Boardwalk Equities Inc.
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CAE Inc.
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Cambridge Shopping Centres Ltd.
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Cameco Corporation
Camvec
Can West (Global) Communications Corp.
Canada Sourthern Petroleum Ltd.
Canadian Airlines Corporation
Canadian Imperial Bank of Commerce
Canadian Life Assurance Company
Canadian National Railway Company
Canadian Natural Resources Ltd.
Canadian Occidental Petroleum Ltd.
Canadian Pacific Ltd.
Canadian Standards Association (CSA)
Canadian Tire Corporation, Ltd.
Canadian Utilities Ltd.
Cara Operations Ltd.
Cascades Inc.
Celanese Canada Inc.
Centra Gas Ontario Inc.
Chieftan International Inc.
Chrysler Canada
CHUM Ltd.
Cineplex Odeon Corporation
Citigroup Canada
Civil Service Co-operative Credit Society Ltd.
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Cominco Ltd.
Commercial Union Life Assurance Co. of Canada
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Desjardins - Laurentian Life Group
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Fishery Products International
Fletcher Challenge Canada Ltd.
Ford Motor Company
Four Seasons Hotels Inc.
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G. S.W. Inc.
Gaz Metropolitan
Gendis Inc.
Genecan Financial Corporation
Gennum Corporation
Gentra Inc.
George Weston Ltd.
Great Lakes Power Inc.
Great-West Life Assurance Co., The
Great-West Lifeco Inc.
Gulf Canada Resources Ltd.
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Hamilton Harbour Commissioners
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Maritime Life Assurance Co.
Mark's Work Warehouse
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Midland Walwyn
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Noranda Inc.
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Last Updated: September 21, 1999

Innis Library
Company Information

Company Information-North America

- **Annual Report Gallery**
  Alphabetical listings of US companies' annual reports.
- **Annual Reports Library** (San Francisco-Z Publishing Co.)
  This site contains many links to assist in finding a company's annual report.
- **BigYellow** (Canada)
  Yellow Page listings (Mailing Addresses, Phone/Fax numbers) for Canadian companies.
- **BigYellow** (USA)
  Yellow Page listings (Mailing Addresses, Phone/Fax numbers) for companies in the US.
- **Bluebook on Canadian Business** (Canada)
  McMaster Use Only. Includes Corporate and Executive Profiles as well as access to *Canadian Business Index* .
- **EDGAR** (US-SEC)
  Electronic filings of US companies to the SEC (Security and Exchange Commission) from 1994-Present.
  SEARCH TIP: A ***10K*** form is similar to an ***Annual Report***
- **Hoover's Online** (US)
  Excellent source for finding company profiles and industry overviews. In-depth profiles available with subscription.
- **Public Register's Annual Report Service**
  Free online reports from over 3,600 companies. Includes several Canadian companies trading on the TSE, VSE and Montreal Exchanges.
- **Sedar** (Canadian Depository for Securities)
  A Canadian source for finding company information including annual reports and press releases. (1997-Present).
- **Thomas Register** (American Manufacturers)
  Excellent site by one of the leading providers of company information.
  NOTE: You must register for a password in order to access this site.

Company Information-Europe & International

- **Annual Reports** - Listings by Country
- **CAROL** (Company Annual Reports OnLine-UK)
  Search for the annual reports of British and European companies.
- **Europages**
  A listing of over 150,000 company addresses in 25 countries. It also has some company catalogues and European business news.
- **Global Corporate Information Services** (Japan)
  Provides English language profiles of Asian corporations (mainly Japanese).

SEARCH TIP: If you cannot find what you are looking for, you may wish to consult either Yahoo's Business

Directory site or search by country in the World Pages directory.

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Last Updated: **April 28, 1999**

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55455

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contact: busref@tc.umn.edu

Business Reference serves Carlson School of Management students and faculty, and also serves the University Community at large, and the general public

Companies

Corporate filings, Company Profiles, and Financial Information

- See our list of **Public Corporations based in Minnesota.**
- See our list of **Electronic Company Directories in the Library.**
- See our list of **Free Company Information on the Web.**
- See our **Guide to Finding U.S. Corporate Filings and Annual Reports in the Library.**
- See our **Library Guide: Public Company Analysis.**
- University students, faculty and staff have access to the Web version of the Moodys Manuals -- the Web version is called: FIS ONLINE: Company Data Direct.
  The Web version provides the following data on publicly traded companies: highlights, history, business, property, subsidiaries, officers, directors, long term debt, capital stock, and links to Edgar documents, news headlines, earnings estimates, and financials including the annual income statement, annual balance sheet, quarterly income statement, quarterly balance sheet and annual cash flow. Ratio analysis is possible-- you can find ratios for the company you are working with, or you can construct a set of public companies in the same industry and generate ratios for all the peer companies.

  The printed manuals are filed in Business Reference around class number: **Wilson Business Reference Quarto HG4961 .M67.** The printed manuals contain information similar to that described for Fisonline. If you are using the printed manuals, check Moody's Complete Corporate Index to determine which manual you need. Updates to the printed manuals are available through Fisonline on the Web.
- **EDGAR Database of Corporate Information**
  http://www.sec.gov/edgarhp.htm
- **FreeEDGAR**
  http://www.FreeEDGAR.com
- **Edgarscan from PriceWaterhouse Coopers, with the "Benchmarking Assistant"**
  http://edgarscan.tc.pw.com/EdgarScan
- **10K Wizard**
  http://www.tenkwizard.com
- **Market Guide**
  http://www.marketguide.com
- **Streetlink**
  http://www.streetlink.com/

Corporate Annual Reports or Corporate Home Pages

Try looking under the company's name in the File/Open Location box using the usual format: comapanyname.com

- **Annual Report Gallery**
  http://www.reportgallery.com
  A collection of thousands of online corporate annual reports.

- **Annual Reports Service**
  http://www.annualreportservice.com
  Online corporate annual reports and a place to order free copies of corporate annual reports.

LI>**Company Home Pages from Yahoo**
http://www.yahoo.com/Business_and_Economy/Companies

- **Companies Online**
  http://www.companiesonline.com/
  Directory listings with Web addesses

- **Corporate Information**
  http://www.corporateinformation.com
  Brings together Web links to information about the company

- **Hoover's Online**
  http://www.hoovers.com
  Company capsules and corporate Web sites

- **Minnesota Internet Services: Business**
  http://www.metronet.lib.mn.us/mn/mn-biz.html

- **Uffda: Minnesota Business Sites**
  http://www.mnonline.org/uffda

Directories

- **Asia Business Services**
  http://www.asia-business.net

- **Asian Business Watch**
  http://asianbusinesswatch.com

- **ASIA Business Web**
  http://www.asiabus.com

- **AT&T Toll-Free Internet Directory**
  http://www.tollfreee.att.net/dir800/

- **Big Book Internet Yellow Pages**
  http://www.bigbook.com/

- **Big Yellow**
  http://s17.bigyellow.com

- **CHINA DIRECTORY**
  http://www.ita.doc.gov/bems/China.html

- **Comfind Internet Business Directory**
  http://comfind.com

- **Dow Jones Business Directory**
  http://businessdirectory.dowjones.com

- **European Business Directory**
  http://www.europages.com/g/home.html

- **GTE Super Pages**
  http://superpages.gte.net

- **MSU-CIBER International Business Resources on the WWW**
  http://ciber.bus.msu.edu/busres.htm

- **Switchboard**
  http://www.switchboard.com

- **Thomas Register of American Manufacturers**
  http://www.thomasregister.com:8000/index.html

- **UK Business on the Web**
  http://www.u-net.com:80/ukcom/

- **WWW Business Yellow Pages**
  http://www.cba.uh.edu/yowpges/lowpges.html

- **Yahoo! Business Directory**
  http://www.yahoo.com/Business_and_Economy/Business_Directory

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UNIVERSITY
BUSINESS REFERENCE

Finding U. S. Corporate Filings and Annual Reports

First step: Determine if the company is public or private.

Finding information on publicly-held corporations is easier than locating information on privately-owned companies. A public corporation is one that has stock offered to the public on a public exchangeor through the over-the-counter market.

Public corporations are required to disclose information about the company to the shareholders, and you can use the reports that companies generate about themselves to find a wide variety of information about the company, the products and services of the company, plans for the future, subsidiaries and divisions of the company, financial condition and more.

Private companies may be owned by a few people, they do not have stock traded on a public exchange, and they are not required to disclose financial information. There may not be much information about privately held companies available in libraries. Some library sources are available at: http://www.lib.umn.edu/busref/tools/lgprivat.htm, some Web sites that can help you identify company home pages are available at: http://www.lib.umn.edu/busref/tools/comps.htm, and you can also use a Web search utility, such as Metacrawler, available at: http://www.metacrawler.com, to search the Web for information on the company.

Corporate Reports for Public Corporations

A variety of reports are available on public companies. Some of the reports available in our collections or available electronically are: [Annual Report to Shareholders], [Form 10-K], [Form 10-Q], [Form 20-F], [Proxy Statements], [Other SEC Filings]

Additional information on other filings is available at the SEC Web site. The URL for finding information on the types of reports available at the SEC site is: http://www.sec.gov/edaux/forms.htm

ANNUAL REPORT TO SHAREHOLDERS

Definition: The annual report is an evaluation prepared by companies at the end of the reporting year which might be either on a calendar or fiscal basis. Contained in the annual report are the company's financial statements including footnotes, supplementary schedules, management's discussion and analysis of earnings, president's letter, audit report and other explanatory data helpful in evaluating the entity's financial position and operating performance. The annual report is read by stock holders, potential investors, creditors, employees, regulatory bodies and other interested financial statement users.
[Joel Siegel and Jae Shim, Accounting Handbook, 2nd edition,1995]

The annual report to shareholders is not required by the Securities and Exchange Commission --although the annual Form 10k report is required. The annual reports to shareholders often include pictures and charts. They act as public relations documents for the corporation, and you can use them to determine what the company is doing and what it intends to do in the future. You can tell something about the company by examining the way information is presented in the report.

Where to find them in Wilson Library:

Electronic:

Many annual reports to shareholders are available on the Internet. You can use a search utility such as Metacrawler and then type in the company name. Or, if you are using Netscape, click on file, click on "open location" and then type the company name in the box. This works if the URL follows the standard [www.companyname.com] form.

Check out our listing of Web sites at: http://www.lib.umn.edu/busref/tools/comps.html that will help you to locate corporate annual reports.

GLOBAL ACCESS -- LASERD
LaserD is located in Business Reference, Basement, Wilson Library as a set of CD-ROMs. The LaserD database contains full-text image copies of all annual reports, 10Ks, and proxies issued by companies whose stock is traded on the NYSE, ASE and national over the counter markets. Coverage begins with September, 1993. The system operates as a stand-alone workstation and is not networked.

In early 2000, we will have the corporate filing images available on CD-ROM and on the Web as part of the Global Access database. We have Internet access for one user at a time. Historical filings will be available on CD-ROMs.

Lexis Nexis Academic Universe is available through the Web at: http://www.lib.umn.edu/index/about/a-lexisnexis.html
It provides the text, not pictures or graphics, of many annual reports. Choose the Business database, then choose the SEC Filings and Reports section of the database, then choose SEC Annual Reports to Shareholders. Off-site use of Lexis Nexis Universe is restricted to faculty, students and staff of the University of Minnesota. Anyone can use the Lexis Nexis Universedatabases at one of our library or University locations.

Microfiche:

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Before annual reports to shareholders were available electronically (generally around 1993 here at the University of Minnesota), they were available in our library on microfiche. Coverage is 1969--1993. Annual report microfiche has an orange-red strip across the top of the fiche. During the 1969--1993 period it was our policy to acquire NYSE corporations' annual reports, Form 10K reports, and proxy reports on microfiche.

We acquired and kept paper copies of the corporate annual reports for the most current year. Then, the next year, if we had received a copy of the report in microfiche, we discarded the old paper copies of the reports. There are some exceptions where we kept both the paper copy and microfiche copy of the reports. For example, we keep both paper and microfiche copies of the annual reports for local (Minnesota) corporations. Records available through our online catalog (MNCAT) indicate years for which reports are available on microfiche.

Paper:

We collect paper copies of the most recent annual reports for corporations that rank from 1-700 on the Fortune list of largest corporations in the U.S. We also collect paper copies of the most recent annual reports for all publicly-held Minnesota corporations.We also collect recent annual reports from top foreign companies.

We have an historical collection of paper annual reports dating back to the early 1900s for which no microfiche copy is available--so we have kept the original paper copies of the reports. Records on our online catalog (MNCAT) indicate which years are available in paper or microfiche.

FORM 10-K REPORTS

Definition: The 10-K is an annual filing with the Securities and Exchange Commission for publicly traded companies. Financial statements and supporting detail are provided. Form 10-K typically contains more financial information than the annual report to stockholders. Audited basic financial statements are included. Examples of disclosures are sales, operation income, segmental sales by major line of business for the last five years and general business information.
[Joel Siegel and Jae Shim, Accounting Handbook, 2nd edition,1995]

Form 10-K reports tend to be lengthy, often more than 100 pages. The report must be filed within 90 days after the end of the company's fiscal year. There also is a Form 10KSB which is filed by small businesses and provides a reduced disclosure format.

Where to find them in Wilson Library:

Electronic:

The **EDGAR** site --The Electronic Data Gathering, Analysis, and Retrieval System [available through the Internet at http://www.sec.gov/edgarhp.htm], " performs automated collection, validation, indexing, acceptance and forwarding of submissions by companies and others who are required by law to file forms with the U.S. Securities and Exchange Commission (SEC). Its primary purpose is to increase the efficiency and fairness of the securities market for the benefit of investors, corporations and the economy by accelerating the receipt, acceptance, dissemination and analysis of time-sensitive corporate information filed with the agency" [Text taken from the EDGAR home page]

Reports filed with EDGAR, including Form 10-K reports, can be accessed through the Internet. EDGAR contains Form 10-K reports and other filings of selected (usually larger) companies which were filed beginning on a trial basis in January 1994. After May, 1996, all public domestic companies were required to make filings available on EDGAR.

Another good Internet source is **FreeEDGAR.com** (http://www.FreeEDGAR.com).
Use FreeEDGAR if you are having trouble getting the text to fit on your screen or if you are having trouble printing reports at the official EDGAR site. FreeEDGAR allows you to download financial data directly into Excel spreadsheets.

GLOBAL ACCESS -- LASERD
LaserD is located in Business Reference, Basement, Wilson Library as a set of CD-ROMs. The LaserD database contains full-text image copies of all annual reports, 10Ks, and proxies issued by companies whose stock is traded on the NYSE, ASE and national over the counter markets. Coverage begins with September, 1993. The system operates as a stand-alone workstation and is not networked. LaserD contains a complete set of the full text of Form 10-K reports for companies with stock traded on the NYSE, ASE and NASDAQ from 1993--present. These reports can be printed or downloaded. If the third digit in the LASERD document is a 5, the document is a text file and can be downloaded.

In early 2000, we will have the corporate filings available on the Web as part of the Global Access database. We have Internet access for one user at a time. Historical filings will be available on CD-ROMs.

Lexis Nexis Academic Universe contains Form 10-K reports for NYSE, ASE and NASDAQ companies from July 1987 (with some exceptions) to the present in the Business/SEC Filings and Reports database. Off-site use of Lexis Nexis use is restricted to faculty, students and staff of the University of Minnesota. Anyone can use the Lexis Nexis Universe databases at one of our Library or University locations. URL is: http://www.lib.umn.edu/index/about/a-lexisnexis.html

Microfiche:

Microfiche Form 10-K Reports for NYSE and Minnesota corporations were acquired by our library on microfiche from 1969-- September 1993. These older reports are kept in gray microfiche cabinets in the Business Reference Service area. Reports are filed alphabetically by company name. You can tell which reports we own by checking MNCAT, our online catalog.

FORM 10-Q REPORTS

BEST COPY AVAILABLE

Definition: The Form 10-Q is a quarterly filing with the Securities and Exchange Commission by publicly traded companies. It contains interim financial statements and related disclosures and may cover one particular quarter or be cumulative. It should present comparative figures for the same period of the prior year. The statements may or may not be audited. Form 10-Q is less comprehensive than Form 10-K.
[Joel Siegel and Jae Shim, Accounting Handbook, 2nd edition,1995]

Where to find them in Wilson Library:

Global Access available in Business Reference, 004 Wilson Library, as a set of CD-ROMs, contains 10Q reports from 1993 to the present.

Information taken from SEC filings may also be available on Compact D/SEC, a CD-ROM product available in the Business Reference Service.

Lexis Nexis Academic Universe contains Form 10-Q reports for NYSE, ASE and NASDAQ companies from July 1987 (with some exceptions) to the present in the Business/SEC Filings and Reports database. The drop-down Source box allows you to select the specific SEC filing, such as the Form 10-Q report. Off-site use of Lexis Nexis use is restricted to faculty, students and staff of the University of Minnesota. Anyone can use the Lexis Nexis Universe databases at one of our Library or University locations. URL is: http://www.lib.umn.edu/index/about/a-lexisnexis.html

EDGAR --The Electronic Data Gathering, Analysis, and Retrieval System [available through the Internet at http://www.sec.gov/edgarhp.htm]

FreeEDGAR.com (http://www.FreeEDGAR.com)
FreeEDGAR allows you to download financials into an Excel spreadsheet.

FORM 20-F

Definition: Form 20-F is filed by most foreign corporations with securities traded in the U.S. It is an integrated form used both as a registration statement for purposes of registering securities of foreign private issuers or as an annual report.

Where to find them in Wilson Library:

We do not collect the paper Form-20 reports for the business collection at the University of Minnesota.

EDGAR --The Electronic Data Gathering, Analysis, and Retrieval System [available through the Internet at http://www.sec.gov/edgarhp.htm]

FreeEDGAR.com (http://www.FreeEDGAR.com)

GLOBAL ACCESS -- LASERD
Form 20-F reports are available electronically on GLOBAL ACCESS -- LASERD in the Business Reference Service, beginning in 1993. Before that, a limited number of 20-F reports are available on microfiche (check our online catalog, MNCAT by searching for the company's name in the author field). LaserD is located in Business Reference, Basement, Wilson Library as a set of CD-ROMs. The LaserD database contains full-text image copies of all annual reports, 10Ks, and proxies issued by companies whose stock is traded on the NYSE, ASE and national over the counter markets. Coverage begins with September, 1993. The system operates as a stand-alone workstation and is not networked.

In early 2000, we will have the corporate filings available on the Web as part of the Global Access database. We have Internet access for one user at a time. Historical filings will be available on CD-ROMs.

Reports are available through **Lexis Nexis Academic Universe.**
Choose the Business database, then choose SEC Filings and Reports, then choose SEC 20F Reports.URL is:
http://www.lib.umn.edu/index/about/a-lexisnexis.html

Information on foreign companies may also be available in the Business Reference Service in Wilson Library on a CD-ROM product called **Disclosure Worldscope Global.**

Annual Reports to Shareholders in paper are received for a number of top foreign companies, and these paper reports are kept in the Business Reference southeast alcove.

PROXY STATEMENTS

Definition: The Proxy Statement is a written document that the SEC requires to be provided to shareholders before they vote by proxy on corporate matters. It typically contains proposed members of the board of directors, directors, inside director's salaries, and any resolutions of minority stockholders and of management.
[Joel Siegel and Jae Shim, Accounting Handbook, 2nd edition, 1995]

Where to find them in Wilson Library

Electronic:

EDGAR --The Electronic Data Gathering, Analysis, and Retrieval System [available through the Internet at http://www.sec.gov/edgarhp.htm]

FreeEDGAR.com (http://www.FreeEDGAR.com)

BEST COPY AVAILABLE

Proxy statements are available on **Lexis Nexis Academic Universe**, beginning around 1987. Choose the Business database, then choose SEC Filings and Reports, then choose SEC filings -- Proxy Statements. URL is: http://www.lib.umn.edu/index/about/a-lexisnexis.html

Microfiche:

Before September 1993, we collected microfiche copies of the Proxy statements (pink strip across the top of the fiche)--in gray cabinets near the Business Reference Service desk, Basement, Wilson Library. These reports may be labeled as Schedule 14A (or DEF 14A) reports. Our collection of proxy statements on microfiche is incomplete.Check with a library staff member for assistance in determining which reports are available.

OTHER FILINGS: 8K, REGISTRATION STATEMENT, PROSPECTUS

EDGAR --The Electronic Data Gathering, Analysis, and Retrieval System[available through the Internet at http://www.sec.gov/edgarhp.htm]. Check the EDGAR site for miscellaneous SEC filings you need.

Lexis Nexis Academic Universe for other SEC filings. Coverage begins around 1987. Choose the Business database, then choose SEC Filings and Reports, then choose the SEC filing you need from the menu. URL is: http://www.lib.umn.edu/index/about/a-lexisnexis.html

FreeEDGAR.com (http://www.FreeEDGAR.com)
FreeEDGAR allows you to download financial data directly into Excel spreadsheets.

Information taken from SEC filings may also be available on CompactD/SEC (which is available on CD-ROM in the Business Reference Service). CompactD/SEC contains only pieces of information from corporate filings--not the complete text of every filing.

lgcofi2/January, 2000

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Updated: August, 1999

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CORPORATE ANNUAL REPORTS

University of New Mexico — Parish Library

Parish Library contains the largest collection of corporate annual reports and 10K reports in New Mexico. Financial information from New Mexico, national and international companies is available for patron use. Annual report information is available in paper and microfiche formats. Please note that this collection is composed of donations from individual companies and may not be current or continuous.

DOMESTIC AND FOREIGN COMPANIES

Parish Library retains financial information for the following companies:

- Fortune 500 U.S. companies (the largest domestic corporations)
- Other select U.S. corporations
- Select foreign companies
- Public and private New Mexico companies
- Select Mexican, Latin American, and Caribbean companies

NEW MEXICO COMPANIES

Parish Library obtains extensive information of New Mexico public and private companies. Information received may include:

- Corporate annual reports
- Financial statements
- Pamphlets and brochures regarding products and services
- Personnel policies and statements

HOLDINGS

Parish annual report holdings are listed in green binders located at:

- Circulation Counter (main level)
- Reference Desk (main level)
- Index Table (main level)
- Microform Area (lower level)
- Investment Area (lower level)

LOCATIONS

The following financial materials are located at the Circulation Counter:

- Current year domestic annual and 10K reports (paper copy)
- New Mexico company literature (paper copies and microfiche - current and historic)

The following financial materials are available in the Investment Area on the lower level:

- Foreign annual reports (paper copy - up to 5 previous years)
- Historic domestic annual and 10K reports (paper copy - up to 5 previous years)

Historic domestic 10K reports in microfiche format are filed in the Microforms Area of the lower level. Microfiche viewers are available for use in the lower level and the main level, and a microfiche printer is available on the main level.

RESTRICTIONS

Annual reports and 10K reports are restricted to library use. Since they do not circulate, be prepared to leave proper identification (driver's license or UNM identification card) at the Circulation Counter when requesting annual reports.

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Foster Business Library - Corporate Annual Reports

This list is intended as a quick index to companies in the Foster Business Library **Corporate Annual Reports** collection, arranged alphabetically by the ***current*** version of the company's name (in most cases). The arrangement of companies on this list is identical to their arrangement in the files. Annual reports are located under the sign **Corporate Annual Reports** in the lateral files between the Foster Circulation and Reference Desks. For more information about annual reports, click here.

Clicking on a company name will take you to the UW Libraries Catalog holdings and circulation status for annual reports for the company (as well as earlier and later versions of company names where additional holdings may be located). Holdings for many of the companies on this list are incomplete. A year, in red, after a company name indicates that the company's annual report for that year was named as one of the world's best (according to Sid Cato). A 21 Very Best after a company name indicates that the company's annual report was on the Cato 21 Very Best list of annual reports.

This list was last updated on 14 August 2000. For more information about the **Corporate Annual Reports** collection, click here.

3M. Shelved under Minnesota Mining and Manufacturing Company.

Abbott Laboratories. Latest 3 years.
Ackerley Communications, 1990-
Adolph Coors Company. Shelved under Coors.
Advanced Micro Devices. Latest 3 years.
Advanced Technology Laboratories, 1993-
Aetna. Latest 3 years.
Air Products and Chemicals. Latest 3 years.
Airborne Freight, 1968-
Airtouch Communications. Latest 3 years. Acquired in 1999 by Vodaphone.
Alaska Air, 1966-
Albertson's Inc., 1965-
ALCIDE, 1998-
Alcoa, 1941- 1998 1999
Aldus Corporation, 1991-1993. Acquired in 1994 by Adobe.
Alliance Northwest Industries, 1993-
Allied Corporation. Latest 3 years.
Allied-Signal. Latest 3 years.
Allied Stores Corporation. Latest 3 years.
Allstate Corporation. Latest 3 years.
Alltel Corporation. Latest 3 years.
Aluminum Company of America. Shelved under Alcoa.
Amazon.com, 1998-
America Online, 1999-
American Airlines, Inc., 1952-1980. See also AMR Corporation
American Brands, Inc.. Latest 3 years.
American Cyanamid Company. Latest 3 years.
American Express Company. Latest 3 years.
American Greetings Corporation. Latest 3 years.
American Home Products Corporation. Latest 3 years.

American International Group, Inc. Latest 3 years.
American Telephone and Telegraph Company. Shelved under AT&T.
Ameritech, 1996- 1998
Amgen, Inc.. Latest 3 years.
Amoco Corporation. Shelved under BP Amoco.
AMR Corporation. Latest 3 years.
AMTRAN. Latest 3 years.
Anglogold. Latest 3 years.
Anheuser-Busch Companies. Latest 3 years.
Apple Computer, Inc., 1988-
Applied Materials, Inc.. Latest 3 years.
Applied Microsystems Corporation, 1997-
Archer Daniels Midland. Latest 3 years.
Arco. Shelved under Atlantic Richfield Co.
Arctic Alaska Fisheries Corporation, 1981-1991. Acquired in 1996 by Tyson Foods.
Aris Corporation, 1997-
Asymetrix Learning Systems, 1998- New name: click2learn.com
AT&T, 1933-
Atlantic Richfield Co. Latest 3 years.
Avon Products, Inc. Latest 3 years.

BAE Systems. Shelved under pre-1999 company name British Aerospace.
Banc One Corporation. Latest 3 years.
Bank of America, 1945-
Bank of New York Company. Latest 3 years.
BankAmerica. Shelved under Bank of America.
BASF Aktiengesellschaft. Latest 3 years.
Bass PLC. Latest 3 years.
Baxter International. Latest 3 years.
Bayer AG. Latest 3 years.
Bayerische Motoren Werke. Shelved under BMW.
Bell Atlantic Corporation. Latest 3 years.
BellSouth Corporation, 1997- 1998
Berkshire Hathaway, Inc. Latest 3 years.
Bethlehem Steel Corporation. Latest 3 years.
B. F. Goodrich. Shelved under Goodrich.
Black & Decker Corporation. Latest 3 years.
BMW, 1978-.
Boeing Company, 1935-
Boise Cascade Corporation, 1960-
BP Amoco, 1996-
Bristol-Myers Squibb Company. Latest 3 years.
British Aerospace. Latest 3 years. New name, as of 1999: BAE Systems.
British Petroleum Company. Latest 3 years.
BroadVision. Latest 3 years.
Burlington Industries. Latest 3 years.
Burlington Northern Santa Fe Corporation, 1969-
Burlington Resources, 1988-

Campbell Soup Company. Latest 3 years.
Cardinal Health. Latest 3 years.
Carnation Company, 1945-1988.
Cascade Corporation, 1969-
Cascade Financial Corporation, 1997-
Cascade Natural Gas Corporation, 1960-
Cascades Plywood Corporation, 1955-1959.
Caterpillar Inc. Latest 3 years.
Cavanaughs Hospitality Corporation, 1998- New name: West Coast Hospitality.
Cell Therapeutics. Shelved under CTI.
CellPro, Inc., 1994-
Cellular Technical Services Company, Inc., 1994-

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Cendant Corporation. Latest 3 years.
Central Bancorporation (Wenatchee, WA.), 1993-1995. Acquired by Interwest Bancorp.
Chase Manhattan Corporation. Latest 3 years.
Chem-Nuclear Systems, Inc., 1977-1980.
Chevron Corporation, 1997- 1997 1998 21 Very Best
Chrysler Corporation. Latest 3 years. Acquired in 1998 by Daimler-Benz; new name: DaimlerChrysler.
CIGNA. Latest 3 years.
Cisco Systems, Inc., 1994-
Citigroup. Latest 3 years.
CityBank (Lynnwood, WA), 1998-
Click2learn.Com. See Asymetrix Learning Systems.
Cobalt Group, 1999-
Coca-Cola, 1993- 1997
Coeur d'Alene Mines Corporation, 1983-
Coherent, Inc. Latest 3 years.
Coldwater Creek, 1997-
Colgate-Palmolive Company. Latest 3 years. 1997 1998
Columbia Banking System, 1993-
Columbia Federal Savings Bank, 1985-1986.
Columbia Sportswear Company, 1999-
Compaq Computer Corporation. Latest 3 years.
Computer Sciences Corporation. Latest 3 years.
ConAgra, Inc. Latest 3 years.
Control Data Systems. Latest 3 years.
Cooper Industries. Latest 3 years.
Coors. Latest 3 years.
Cordis Corporation. Latest 3 years.
Corixa Corporation, 1998-
Costco Wholesale Corporation, 1985-
Cost-U-Less, Inc., 1998-
Cowlitz Bancorporation, 1998-
Credit Suisse. Latest 3 years.
Crown Pacific, 1998-
Crown Zellerbach Corporation, 1944-1985.
CSX Corporation. Latest 3 years.
CTI, 1998-
CTS Corporation. Latest 3 years.
Cummins Engine Company. Latest 3 years.

DaimlerChrysler, 1999-
Dana Corporation, 1996- 1997 1998
Data Dimensions, Inc., 1997-
Data General Corporation. Latest 3 years.
Data I/O Corporation, 1984-
Data Critical Corporation, 1999-
Deere & Company. Latest 3 years.
Dell Computer Corporation. Latest 3 years.
Delta Air Lines, 1958-
Denny's Japan Co. Latest 3 years.
Diamond Shamrock, Inc. Latest 3 years.
Direct Focus, 1998-
Disney. Shelved under The Walt Disney Company.
Douglas Aircraft Company. Shelved under McDonnell Douglas Corporation.
Dow Chemical Company. Latest 3 years.
Dow Jones & Co. Latest 3 years.
Dresser Industries. See Halliburton Company.
DSM. Latest 3 years.
Du Pont de Nemours & Company. Latest 3 years.
Duke Energy. Latest 3 years.

Eagle Hardware, 1992-1997. Acquired in 2000 by Lowe's.

EarthLink. Latest 3 years.
Eastern Air Lines, 1945-1985.
Eastman Chemical Company, 1996- 1997
Eastman Kodak Company. Latest 3 years.
Eaton Corporation. Latest 3 years.
EDS. Shelved under Electronic Data Systems.
Egghead, Inc., 1989- New name: Egghead.Com.
E.I. Dupont. Shelved under Du Pont.
Electronic Data Systems. Latest 3 years.
Eli Lilly and Company. Latest 3 years.
Emerson Electric. Latest 3 years.
ENI. Latest 3 years.
Enron Corp. Latest 3 years.
Ente Nazionale Idrocarburi. Shelved under ENI.
Entrust Technologies. Latest 3 years.
Esso Italiana SpA. Latest 3 years.
Esterline Technologies Corporation, 1990-
EvergreenBank, 1989-
Expeditors International, 1987-
Extended Systems, 1998-
Exxon Mobil. Latest 3 years.

F5 Networks, 1999-
Fannie Mae. Latest 3 years.
Federal National Mortgage Association. Shelved under Fannie Mae.
Federal Paper Board Company, 1993-1994. Acquired by International Paper Company.
Federated Department Stores. Latest 3 years.
Fiat. Latest 3 years.
First Farwest Corporation, 1976-1984.
First Interstate Bank of Washington, 1981-1990.
First National Bank of Anchorage, 1999-
First National Bank of Oregon, 1971-1980.
Flir Systems, Inc., 1997-
Flow International Corporation, 1983-.
Flowmole Corporation, 1990. Changed name in 1991 to Utilx Corporation.
Fluke Corporation, 1976-1997. Acquired by Danaher Corporation in 1998.
Fluor Corporation. Latest 3 years.
FMC Corporation. Latest 3 years.
Ford Motor Company, 1955- 1997 1998 1999
Fred Meyer, Inc., 1976-
Frontier Bank, 1980-1981.
Frontier Financial Corporation, 1993-
Fujitsu. Latest 3 years.

Gannett Company. Latest 3 years. 21 Very Best
Gateway. Latest 3 years.
Genentech, Inc. Latest 3 years.
General America Corporation, 1965-1967.
General Cinema Corporation, 1991-1992. Continued by Harcourt General.
General Dynamics Corporation. Latest 3 years.
General Electric Company, 1942-
General Instrument Corporation, 1984, 1993. Acquired by Motorola in January 2000.
General Mills. Latest 3 years.
General Motors Corporation, 1937-
General Signal Corporation. Latest 3 years. Acquired by SPX Corporation in July 1998.
General Telephone & Electronics Corporation. Shelved under GTE.
General Telephone Company of the Northwest. Shelved under GTE Northwest.
General Telephone Corporation. Shelved under GTE.
Georgia-Pacific, 1949-
Gillette Company. Latest 3 years.
Goodrich Company. Latest 3 years.

Goodyear Tire and Rubber. Latest 3 years.
Grumman Corporation, 1945-1988.
GTE Corporation, 1958- Being acquired by Bell Atlantic in 2000.
GTE Northwest, 1985-

Halliburton Company. Latest 3 years.
Harcourt General, Inc. Latest 3 years.
Hawker Siddeley Group PLC, 1978-1990.
Heart Technology, Inc., 1993-1994.
Hecla Mining Company, 1965-
Hercules Incorporated, 1996- 1997 1998
Hershey Foods Corporation. Latest 3 years.
Hewlett-Packard Company, 1962-
Hillhaven Corporation, 1990-1994. Acquired by Vencor, Inc., September 1995.
Home Depot. Latest 3 years.
Honda Motor Company, 1984-
Honeywell Inc., 1942- 1997
HSBC Holdings Plc. Latest 3 years.
Hughes Electronics Corporation. Latest 3 years.
Humana, Inc. Latest 3 years.

IBM, 1924- 1999
Icos Corporation, 1993-
Idaho Power Company, 1962-
ImageX.com, 1999-
Immunex, 1983-
IMPCO Technologies. Latest 3 years.
In Focus Systems, 1997-
Ingersoll-Rand Company, 1961-
Inland Steel Industries. Latest 3 years.
Intel Corporation. Latest 3 years.
Interface Mechanisms, Inc., 1979-1982.
INTERLINQ Software Corporation, 1994-
Intermec Corporation, 1985-
International Business Machines Corporation. Shelved under IBM.
International Paper Company, 1947-
Interwest Bancorp, 1998-
Intuit. Latest 3 years.
ISS Group. Latest 3 years.
Itochu Corporation, 1993-
ITT Corporation, 1990-

J.C. Penney. Latest 3 years.
J.P. Morgan & Co. Latest 3 years.
James River Corporation. Latest 3 years.
Jay Jacobs, Inc., 1994-
John Fluke Manufacturing. Shelved under Fluke Corporation.
Johnson & Johnson. Latest 3 years.

Kawasaki. Latest 3 years.
Kellogg Company. Latest 3 years.
Key Technology, Inc., 1993-
Key Tronic Corporation, 1985-
KeyCorp. Latest 3 years.
Kimberly-Clark Corporation. Latest 3 years.
Kirin Brewery, 1986-1990.
Kmart Corporation. Latest 3 years.
Kodak. Shelved under Eastman Kodak Company.
Koninklijke Nederlandsche Petroleum. Shelved under Royal Dutch Petroleum.

Lamonts Apparel, Inc., 1993-

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Lilly and Company. Shelved under Eli Lilly and Company.
LIN Broadcasting Corporation, 1991-
Lindal Cedar Homes, 1971-
Litton Industries. Latest 3 years.
Lockheed Corporation, 1949-1993.
Lockheed Martin, 1996-
Longview Fibre Company, 1965-
Lowe's. Latest 3 years.
LTV Corporation. Latest 3 years.
Lucent Technologies, 1997- 1998 1999
Lynden Incorporated, 1976-1986.

Mackie Designs Inc., 1995-
MacMillan Bloedel Limited, 1978-1990.
Marshall Field & Company, 1945-1978.
Martin Marietta Corporation, 1963-1993.
Matsushita Electric Industrial, 1980-1989.
Mattel, Inc. Latest 3 years.
May Department Stores Company. Latest 3 years.
Mazda. Latest 3 years.
McCaw Cellular Communications, Inc., 1990-1992.
McDonald's Corporation. Latest 3 years.
McDonnell Douglas Corporation, 1948-1993.
MCI Worldcom, Inc., 1996-.
Mead Corporation. Latest 3 years.
MediaOne Group, Inc. Latest 3 years.
Mentor Graphics Corporation, 1984-
Merck & Co, 1997- 1997 1998 1999
Merix, 1998-
Merrill Lynch & Co. Latest 3 years.
Metlife. Shelved under Metropolitan Life Insurance Company.
Metropolitan Life Insurance Company. Latest 3 years.
Microfield Graphics, 1997-
Micron Electronics, Inc., 1996-
Micron Technology, 1989, 1998-
Microsoft Corporation, 1986-
Minnesota Mining and Manufacturing Company, 1948-
Mitsubishi Chemical, 1979-1993.
Mitsubishi Corporation. Latest 3 years.
Mitsubishi Electric Corporation. Latest 3 years.
Mitsubishi Heavy Industries, 1978-1989.
Mitsui Bank. Latest 3 years.
Mobil Corporation, 1996-1998. Merged with Exxon in 1999 to become Exxon Mobil.
Monaco Coach, 1997-
Monsanto Company, 1946- 1997
Morgan Stanley Dean Witter. Latest 3 years.
Morrison Knudsen Corporation, 1967-
Morton International. Latest 3 years.
Morton Thiokol, Inc. 1987-1988.
Motorola, Inc. Latest 3 years.

National Bank of Alaska, 1969-1980.
NCR Corporation. Latest 3 years.
NEC Corporation. Latest 3 years.
NeoRx Corporation, 1992-
Nestle. Latest 3 years.
Network Commerce. Shelved under old name Shopnow.com.
Nextel Communications. Latest 3 years.
Nextlink Communications, 1998-
Nike, 1983-
Nintendo, 1997-

Nippon Electric. Shelved under NEC Corporation.
Nissan Motor Company, 1981-
Nokia. Latest 3 years.
Nordstrom, 1973-
Northern Pacific Railway Company, 1912-1968.
Northrim Bank, 1999-
Northwest Airlines Corporation, 1966-
Northwest Natural Gas Company, 1960- 1999 21 Very Best
Novell, Inc. Latest 3 years.
NW Natural. Shelved under Northwest Natural Gas Company.

Occidental Petroleum Corporation. Latest 3 years.
Omega Environmental, Inc., 1994. Filed for bankruptcy in 1997.
Onyx Software Corporation, 1999-
Oregon Trail Financial Corporation, 1999-
Outboard Marine Corporation. Latest 3 years.
Owens-Corning Fiberglas Corporation. Latest 3 years.

P&G. See Procter and Gamble Company.
Paccar, 1957-
Pacific Banking Corporation, 1978-1983.
Pacific Car and Foundry Company. Shelved under Paccar.
Pacific Gas and Electric Company, 1945-
Pacific National Bank of Washington. Shelved under Pacificbank.
Pacific Northwest Bank, 1996-
Pacific Northwest Bell Telephone Company, 1962-1985.
Pacific Power and Light Company. Shelved under PacifiCorp.
Pacific Telecom, Inc., 1985-1994. Acquired by CenturyTel, Inc. of Louisiana in December 1997.
Pacific Telesis Group. Latest 3 years.
Pacificbank, 1970-1980.
PacifiCorp, 1957-1997. Merged in December 1998 with ScottishPower, based in Glasgow, Scotland.
Pall Corporation. Latest 3 years.
Palmer G. Lewis Company, 1969-1987.
Pan Am Corporation, 1941-1987.
Park Place Entertainment. Latest 3 years.
Paulson Capital Corporation, 1997-
Pay Less Drug Stores Northwest, Inc., 1968-1984.
Pay'n Pak Stores, 1977-1991.
Pay'n Save Corporation, 1963-1984.
PeakSoft Multinet, 1998-
Pegasus Gold Inc., 1993. Filed for bankruptcy in 1998.
Penford Corporation, 1999-
Penney, J.C. Shelved under J.C. Penney.
Peoples Bancorporation, 1965-1986.
Peoples National Bank of Washington. Shelved under Peoples Bancorp.
PepsiCo. Latest 3 years. 21 Very Best
Percon Incorporated, 1997- Acquired in 2000 by PSC.
Peugeot, 1978-1990
Peugeot-Citroen, 1991-
Pfizer Inc. Latest 3 years.
PG&E Corporation. Shelved under Pacific Gas and Electric.
Pharmacia & Upjohn. Latest 3 years.
Phelps Dodge Corporation. Latest 3 years.
Philip Morris Incorporated, 1947-
Physio-Control Corporation, 1976-1978.
Pier 1 Imports. Latest 3 years.
Pillsbury Company. Latest 3 years.
Pioneer Electronic Corporation, 1982-
Pitney-Bowes Inc. Latest 3 years.
Planar Systems, 1998-
Plum Creek Timber Company, 1996-

Polaroid Corporation. Latest 3 years.
Pope & Talbot, Inc., 1950-
Pope Resources, 1999-
Portland General Corporation, 1961-1995. Now owned by Enron Corp (which is selling PGE to Sierra Pacific Resources).
PPG Industries. Latest 3 years.
Praegitzer Industries, 1998-
Precision Castparts Corporation, 1984-
PriceCostco. Shelved under Costco.
Procter and Gamble Company. Latest 3 years.
ProCyte Corporation, 1990-
Puget Power. Shelved under Puget Sound Power and Light Company, 1935-1996.
Puget Sound Bancorp, 1985-1991.
Puget Sound Energy, 1996-
Puget Sound National Bank, 1975-1980. Continued by Puget Sound Bancorp.
Puget Sound Power and Light Company, 1935-1996.
Puget Sound Pulp and Timber Company, 1938-1962.

Quality Food Centers, Inc., 1988-1996. Acquired by Kroger.
Quantum Chemical Corporation. Latest 3 years.
Qwest Communications International, 1998-1999. Merged in 2000 with US-West; new name: Qwest Communications International.

Radio Corporation of America. Shelved under RCA.
RadioShack. See Tandy Corporation. Latest 3 years.
RadiSys Corporation, 1998-
Ragen MacKenzie Group, Inc., 1998-. Acquired by Wells Fargo & Company in 2000.
Rainier Bancorporation, 1974-1987.
Ralston Purina Company. Latest 3 years.
Rayonier, Inc., 1938-
Raytheon Company, 1945-
RCA Corporation, 1932-1985.
Reebok International Ltd. Latest 3 years.
Reed Elsevier, 1985-
Rentrak, 1998-
Reynolds Industries, 1946-1985.
Ride, Inc., 1996-
Rockwell International, 1976-
Rohm and Haas Company. Latest 3 years.
Royal Dutch Petroleum, 1978-1991.

S1 Corporation. Latest 3 years.
Saab-Scania, 1978-
SAFECO Corporation, 1969-
Safeway Stores, 1944-
Sara Lee Corporation, 1996- 1997
Savings Bank of Puget Sound, 1982-1984.
SBC Communications, 1994-
Scott Paper Company, 1954-1991. Acquired in 1995 by Kimberly-Clark Corporation.
Seafirst Corporation, 1938-1995.
SeaMED Corporation, 1998-
Sears, Roebuck and Company, 1970- 1997 1998
Seattle Filmworks, Inc., 1991- New name: PhotoWorks.
Seattle-First National Bank. Shelved under Seafirst Corporation, 1938-1995.
Seattle Trust and Savings Bank, 1965-1986.
Security Bank Holding Company, 1998-
Security-First National Bank of Los Angeles. Shelved under Security Pacific Corporation.
Security Pacific Bank Washington. Shelved under Security Pacific Corporation.
Security Pacific Corporation, 1968-1988.
Security Pacific National Bank. Shelved under Security Pacific Corporation.
Sequent Computer Systems, 1989-

Shell Oil Company, 1946-
Shell Transport and Trading Company. Latest 3 years.
Shell Union Oil Company. Shelved under Shell Oil.
Sherwin-Williams Company. Latest 3 years.
Shionogi & Company, 1982-
Shiseido, 1982-
Shopnow.com, 1999-. New name: Network Commerce Inc.
Shurgard Storage Centers, 1996-
Siebel Systems, Inc. Latest 3 years.
Siemens Aktiengesellschaft, 1962-
Snap-on Tools Corporation. Latest 3 years.
SoftBoard. Shelved under Microfield Graphics.
SonoSite, 1998-
Sony, 1978-
Source Capital Corporation, 1997-
Southwestern Bell Corporation, 1991-1993. Continued by SBC Communications.
SpaceLabs Medical, Inc., 1993-
Sportsline.com. Latest 3 years.
Sprint Corporation. Latest 3 years.
St. Regis Corporation, 1948-1983.
Starbucks Coffee Company, 1993-
Sterling Financial Corporation, 1994-
Sumitomo Chemical, 1978-1985.
Sumitomo Electric, 1978-
Sumitomo Metals, 1986-
Summit Design, 1997-
Sun Microsystems, Inc. Latest 3 years.
Sunshine Mining and Refining Company, 1969-
Synthetech, 1998-
SYSCO Corporation. Latest 3 years.

Tandy Corporation. Latest 3 years.
Teachers Insurance and Annuity Association. Latest 3 years.
Tektronix, 1970-
Tele-Communications, Inc., 1993-1997.
Tenneco. Latest 3 years.
Tera Computer Company, 1995-1999. Acquired Cray Research in March 2000 and changed company name to Cray, Inc.
Texaco, Inc., 1942-
Texas Company. Shelved under Texaco, Inc.
Texas Instruments Incorporated. Latest 3 years.
Textron, 1959-
TIAA...Shelved under Teachers Insurance and Annuity Association.
Ticketmaster Group, Inc. Latest 3 years.
Timberland Bancorp, 1998-
Timberline Systems, Inc., 1984-1985
Time Warner, Inc. Latest 3 years.
Timeline, Inc, 1998-
Times Mirror Company. Latest 3 years.
Todd Shipyards Corporation, 1951-
Tomen. Latest 3 years.
Toshiba. Latest 3 years.
Toyota Motor Corporation, 1983-
Toys "R" Us. Latest 3 years.
Tricon Global Restaurants. Latest 3 years.
TriQuint Semiconductor, Inc., 1995-
TRW, Inc. Latest 3 years.
Tyson Foods, Inc. Latest 3 years.

U and I Incorporated, 1976-1982.
UAL Corporation, 1935-

Ultramar Diamond Shamrock. Latest 3 years.
Uniflite, Inc., 1967-1970.
Unigard Insurance Group, 1968-1982.
Unilever. Latest 3 years.
Union Carbide Corporation, 1944-
Unisys Corporation, 1997- 1997 1999
United Air Lines. Shelved under UAL Corporation.
United Aircraft Corporation, 1936-1970. Continued by United Technologies.
United Bank (Tacoma, Wash.), 1984.
United Control Corporation, 1959-1966.
United Pacific Corporation, 1960-1962.
United Security Bancorporation, 1998-
United Technologies Corporation. Latest 3 years.
University Savings Bank(Seattle), 1982-1991.
Unocal Corporation. Latest 3 years.
U.S. Bancorp, 1969-
US WEST, Inc., 1992-1999. Merged in 2000 with Qwest Communications; new name: Qwest Communications International.
USG Corporation. Latest 3 years.
Utilx Corporation, 1991-

Varian Associates. Latest 3 years.
VEBA Aktiengesellschaft, 1980-
Venator Group. Latest 3 years.
VerticalNet. Latest 3 years.
Visio Corporation, 1998- Acquired in 2000 by Microsoft Corporation.
VISX, 1996-
Vivendi. Latest 3 years.
Volkswagenwerk, 1978-
Volvo, 1989-
VWR Corporation, 1967-1989.

Walgreen Company, 1997- 1998
Wal-Mart Stores. Latest 3 years.
Wall Data, 1993-1997. Acquired by Netmanage, Inc.
Walt Disney Company. Latest 3 years.
Wang Laboratories, Inc. Latest 3 years. Acquired in 1999 by Getronics.
Washington Bancshares. Shelved under Washington Community Bancshares, Inc., 1983-1985.
Washington Commercial Bancorp, 1993.
Washington Community Bancshares, Inc., 1983-1985.
Washington Energy Company, 1978-1996. Merged with Puget Sound Power and Light Company and Puget Sound Energy.
Washington Federal, Inc., 1986-
Washington Mutual, 1966-
Washington Natural Gas Company, 1955-1976. Continued by Washington Energy Company, then by Puget Sound Energy.
Washington Water Power Company, 1946-1997. New name: Avista.
Waste Management Inc. Latest 3 years.
Wells Fargo & Company, 1996- 1999
Wendy's International, Inc. Latest 3 years.
WESMAR. Shelved under Western Marine Electronics Company, 1976-1983.
Westar Financial Services, Inc., 1998-
Western Airlines, 1976-1983.
Western International Hotels, 1967-1969.
Western Marine Electronics Company, 1976-1983.
Western Power & Equipment, 1998-
Westinghouse Electric Corporation, 1925-
Westmark International, Inc., 1989-1990.
WestPoint Stevens Inc. Latest 3 years.
Westside Federal Savings and Loan Association, 1983.
Westvaco Corporation. Latest 3 years.

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Weyerhaeuser Company, 1943-
Whirlpool Corporation. Latest 3 years.
Willamette Industries, 1976-
Williams Communications, Inc. Latest 3 years.
Williams Companies. Latest 3 years.
Worldcom, Inc. Shelved under MCI Worldcom.

Xerox Corporation, 1950-

Yahoo, 1998-

Questions, corrections or suggestions to Peter Stevens, **Foster Business Library**, at stevens@u.washington.edu

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Annual Reports - Historical Paper Collection

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(June 00)

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Company Information on the Web (Nov. 98)

Company Organization Charts (June 00)

EDGAR (April 99)

International Stock Exchanges - Click on *News, Information... in left portion of screen*

The New S&P/TSE 60 (Oct. 99)

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ANNUAL REPORTS

THE HISTORICAL PAPER COLLECTION

In addition to annual reports on microform and in electronic format, the Business Library has a large collection of original, paper annual reports. The collection covers more than 5000 companies and in some cases the reports date back to the 1920s. The collection consists primarily of Canadian material although some reports are available for companies in the United States and other countries. The historical collection is housed in storage in the Technical Services department of the Library System and can usually be retrieved in one day for use within the Library. Current reports are held in the Business Library.

A complete list of the reports available is provided at the bottom of this document. The codes used in the list are explained below. In many cases Library staff have used sources such as the Financial Post's Survey of Predecessor and Defunct Companies, to trace the history of the company and to identify name changes. Two sample entries are provided here:

BOWES CO. LTD. 1949-50, 1953-55, 1957-59, 1962-71. All shares acquired by George Weston Ltd. in 1972.

GEORGE WESTON. 1949-1978, 1987-

The entries also have codes in some instances and these codes indicate if any material other than an annual report is available.

RR = RESEARCH REPORTS (miscellaneous items which may include IPOs and analysts' reports)

FS = FILING STATEMENT

LS = LISTING STATEMENT

M = MISCELLANEOUS

P = PROSPECTUS

Unfortunately, paper annual reports have not been kept consistently since the Library was established. Once commercial sources began providing the reports in space-saving microform format there was considerable pressure to conserve space by eliminating the paper copies. Nonetheless, this collection was saved and the annual reports of some Canadian corporations are still kept in paper as well as on fiche and in electronic form.

As noted, Canadian annual reports were also collected on microfiche. For a description of this very large collection, click here. In addition there are some Canadian corporate annual reports that have been catalogued and which are typically found in the D.B. WELDON Library. For example, there are fairly long runs of annual reports for the Bank of Montreal and the Canadian Imperial Bank of Commerce, among others. Additional repots will also be found in the massive microfiche collection produced by the Canadian Institute of Historical Microreproductions which is also housed in the Weldon Library. At this time an attempt is being made to identify all corporate annual reports so they can be brought together in one list.

We also have annual reports on fiche for American companies dating back to, in some cases, the late 1950s. For a description, click here.

A complete list of our paper annual reports is provided below. The companies are listed in alphabetical order.
Click on the appropriate link below to browse the list of reports. **Please note that the tables are large and depending on your internet connection may take a moment to display. Wait for a few seconds even if the message "document done" displays on your screen.**

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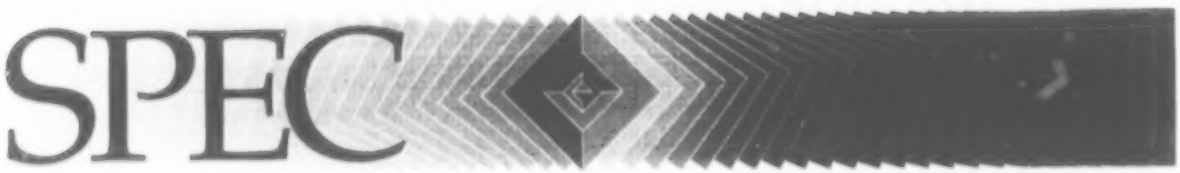

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ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF LEADERSHIP AND MANAGEMENT SERVICES

Books and Journal Articles

"Annual Report Wrap Up: Companies Pick Sides in Online/Print Annual Report Debate." *Investor Relations Business*, 29 May 2000, 12.

Bernstein, Elizabeth. "Show and Tell." *Restaurant Business* 99, no. 5 (1 March 2000): 29–32.

Bernstein, Judith R. "Corporate Annual Reports in Academic Business Library Collections." *College and Research Libraries* 47 (May 1986): 263–73.

Chandler, Robert C. *Organizational Communications to Corporate Constituents: The Role of the Company Annual Report*. University of Kansas, 1988.

"Glossy Annual Faces Possible Extinction." *Investor Relations Business*, 15 November 1999, 8–10.

Jameson, Daphne A. "Telling the Investment Story: A Narrative Analysis of Shareholder Reports." *Journal of Business Communication* 37, no. 1 (January 2000): 7–38.

McKinstry, S. "Designing the Annual Reports of Burton PLC from 1930 to 1994." *Accounting Organizations and Society* 21, no. 1 (January 1996): 89–111.

"Online Annual Reports Won't Kill Print Versions." *Investor Relations Business*, 3 April 2000, 14–5.

Pellet, Jennifer. "Through the Decades: A Progress Report." *Chief Executive*, November 1997, 53–4.

Preston, A.M., C. Wright, and J. J. Young. "Imag[in]ing Annual Reports." *Accounting Organizations and Society* 21, no. 1 (January 1996): 113–37.

Rivel Research. *Annual Report Survey 1999*. Vienna, Va.: National Investor Relations Institute, 1999. <http://www.niri.org/publications/bookstore/BookDetail.cfm?RefCode=MS-001&RequestPage=ByCategories>.

Sant, Martha Jo. "Does the Corporate Annual Report Have A Future?" *Colorado Libraries* 17 (March 1991): 5–7.

Simpson, Kristy. "Annual Reports: Glossy, Expensive and Useless?" *Australian CPA* 67, no. 8 (Sept. 1997): 16–18.

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Annual Report Archives

Schoenberg Center for Electronic Text & Image, University of Pennsylvania Library. "Corporate Annual Reports." 5 September 2000. <http://www.library.upenn.edu/etext/collections/lippincott/>. Scanned historical reports from the 1920s.

Annual Report Ordering Services

Wall Street Journal. "adfinder.wsj.com: Corporate Annual Reports." 27 June 2000. <http://www.adfinder.wsj.com/text/corp_ann.htm>. Order annual reports for companies recently featured in the *Wall Street Journal*'s Corporate Annual Reports Section.

World Investor Link and WSJ Interactive. "The Annual Reports Service." 5 September 2000. <http://wsjie.ar.wilink.com/cgi-bin/start.pl>. Provides reports through the mail and some via download in PDF format. Also includes links to online reports. Current reports only.

Investor Relations Information Network (IRIN). "The World Wide Data Bank of Annual Reports." 10 March 2000. <http://www.irin.com/>. Offers ordering of hardcopy, some scanned reports in PDF format, and links to online reports. Includes approximately 3,500 companies and is free of charge. Current reports only.

Public Register's Annual Report Service (PRARS). "Free Annual Reports." 21 August 2000. <http://www.prars.com>. Provides print copies of annual reports from more than 3,600 companies. Will forward requests for companies not listed with PRARS as well. Requests are processed within 24 hours according to the organization and are shipped at no charge. Current reports only.

World Investor Link. "World Investor Link." 5 September 2000. <http://www.worldinvestorlink.com/>. Provides annual reports from 3400 North American and European companies in cooperation with other organizations, including Barrons, The Globe and Mail, and the Financial Times.

Annual Report Websites

Annual Reports Library. "ARL." 18 August 2000. <http://www.zpub.com/sf/arl/>.

Cato Communications. "Sid Cato's Official Annual Report Website." 1 September 2000. <http://www.sidcato.com/>.

Investor Relations Organizations

International Association of Business Communicators. "IABC." 31 August 2000. <http://www.iabc.com/homepage.htm>.

National Investor Relations Institute. "NIRI." 5 September 2000. <http://www.niri.org/>.

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